

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Airport Reporting Officer
Classification Level:	QLGIA (stream A) – Division 2, Section 1- Level 2
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	August 2026
Position Purpose:	To ensure the safe and efficient operation of the aerodrome in accordance with Civil Aviation Regulations, including MOS Part 139. The role involves performing aerodrome inspections, processing NOTAMs, supervising airport works and ensuring compliance with operational procedures. The position requires a highly skilled professional who can work both autonomously and collaboratively within a busy airport environment.
Reports To (Position Title):	Airport Manager Horn Island
Roles Reporting to This:	Nil
Key Relationships / Interactions:	• Airport Team Members • All Council Executives and staff. • Members of the public, government agencies, service providers, and contractors
Decision Making Authority:	The role operates under general supervision, applying established procedures and exercising limited decision-making initiative in day-to-day ARO related activities.

PART 2 – KEY RESPONSIBILITIES OF THE ROLE

Key Result Area	Major Tasks
Job Specific Responsibilities	• Perform regular aerodrome inspections in accordance with Civil Aviation rules and MOS Part 139 standards. • Process and manage NOTAMs (Notices to Airmen) in compliance with CASA requirements. • Operate and communicate effectively via radio communications, holding the appropriate CASA-approved radio proficiency certificate. • Supervise, oversee and participate in airport works (MOWP) to ensure compliance with operational and safety standards. • Support the Airport Manager in the day-to-day operational management of the aerodrome. • Maintain accurate records and reports relating to aerodrome inspections, works supervision, and safety compliance. • Demonstrate professional communication and interpersonal skills in interactions with internal staff, contractors, airlines, and the public. • Actively participate in the team environment, contributing to workflow planning, task allocation, and operational efficiency.



	• <i>Ensure compliance with Local Government policies and maintain awareness of local issues affecting airport operations.</i> • <i>Be available for duty for On Call Roster</i> • <i>Other suitable work duties as directed by Airport Manager</i> <i>Legislative & Policy Compliance</i> • Observe and comply with Council policies, procedures, and relevant legislation, including but not limited to: • Local Government Act 2009 • Local Government Financial and Performance Management Standard 2019 • Local Government Regulation 2012 • Public Records Act 2002 • Information Privacy Act 2009 • Crime and Corruption Act 2001 • Human Rights Act 2019 (QLD) • Public Sector Ethics Act 1994 • Anti-Discrimination Act 1991
Supervisory Responsibilities	Nil
Reporting To	Airport Manager
Communication & Interpersonal Responsibilities	• Deliver a high standard of internal and external customer service. • Communicate clearly and professionally with staff, Councillors, contractors, and members of the public. • Communicate directly and clearly on CTAF radio. • Handle confidential information with discretion and integrity.
Legislative Responsibilities	Observe Council's policies and procedures to ensure compliance with all relevant legislation and regulation, including but limited to: • <i>Airports Act 1996 (Cth)</i> • <i>Civil Aviation Act 1988 (Cth)</i> • <i>Civil Aviation Safety Regulations 1998 (CASR), including:</i> • <i>CASR Part 139 – Aerodromes</i> • <i>CASR Part 91 – General Operating and Flight Rules</i> • <i>Manual of Standards (MOS) Part 139 – Aerodromes</i> • <i>Aeronautical Information Publication (AIP) Australia</i> • <i>Aviation Transport Security Act (2004)</i> • <i>Aviation Transport Security Regulation (2005)</i> • <i>Local Government Act 2009 (Qld)</i> • <i>Local Government Regulation 2012 (Qld)</i> • <i>Work Health and Safety Act 2011 (Qld)</i> • <i>Work Health and Safety Regulation 2011 (Qld)</i> • <i>Environmental Protection Act 1994 (Qld)</i> • <i>Biosecurity Act 2014 (Qld)</i> • <i>Aboriginal Cultural Heritage Act 2003 (Qld)</i> • <i>CASA Advisory Circulars</i>



	• Council local laws, policies, and procedures • Horn Island Aerodrome Manual • Safety Management System (SMS) • Emergency Management and Disaster Response Plans
Workplace Health and Safety Responsibilities	• The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner. • Maximise awareness and participation of staff to achieve Workplace Health and Safety imperatives as established by Council.
Confidentiality and Privacy	• Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. • Ensure compliance with: ○ Right to Information Act 2009 ○ Information Privacy Act 2009

PART 3 – PERSON SPECIFICATION REQUIRED OF THE ROLE

Qualifications & Experience
• Highly organised and self-motivated with the ability to work autonomously. • Strong teamwork skills with a proactive approach to supporting colleagues and operational efficiency. • Flexible and adaptable to dynamic work environments and changing operational requirements. • Committed to continuous learning, including cultural awareness and local knowledge development. • Professional, courteous, and customer-focused in all dealings. • Willingness to work flexible hours, including early mornings, late nights, weekends, and on-call as required. • Willingness to undergo a Police criminal history clearance. • Current 'C' Class open driver's licence.
Technical Skills & Abilities
• Proficient in performing aerodrome inspections and safety audits in compliance with Civil Aviation regulations. • Knowledge of NOTAM issuance and management procedures. • Ability to operate airport communications systems, including radios and alert systems. • Capable of supervising airport works and ensuring compliance with safety management and operational procedures. • Skilled in record keeping, reporting, and administrative tasks related to airport operations. • Previous experience with Civil works or construction (desirable).

PART 4 – SELECTION CRITERIA TO ADDRESS FOR HIRING

Essential Skills, Experience & Qualifications



Airport Reporting Officer

1. Demonstrated ability to work as a proactive and reliable team member in a busy operational environment, with the capacity to work effectively both independently and collaboratively.
2. Holds current accreditation as an Airport Reporting Officer (ARO) or demonstrates the willingness and capacity to successfully obtain ARO accreditation within an agreed timeframe.
3. Demonstrated understanding of, or ability to comply with, relevant aviation regulatory requirements, including holding or being willing to obtain a CASA-approved radio proficiency certificate, and the ability to communicate effectively using aviation radio procedures.
4. Demonstrated experience in, or willingness to learn, the conduct of aerodrome inspections in accordance with regulatory and operational requirements, including the accurate and timely processing of NOTAMs and the supervision of works on the movement area, such as Mobile Works Party (MOWP) operations.
5. Previous experience in airport operations or a related operational environment is desirable; however, applicants with transferable skills and a demonstrated capacity to learn aviation operations will also be considered. Experience within a Local Government environment is advantageous.
6. Demonstrated ability to plan and prioritise work tasks, meet deadlines, and achieve operational objectives in a dynamic and sometimes high-pressure work environment.
7. Well-developed written and verbal communication skills, with the ability to build effective working relationships, liaise with internal and external stakeholders, and contribute positively within a team environment.
8. Demonstrated cultural awareness and a willingness to acquire knowledge of Ailan Kastom and local traditional languages, along with an understanding of, or ability to learn, the Local Government context and local community issues
9. Willingness to undergo a National Police Check