

Position Details	
Position Title	Airport Reporting Officer
Employment Type	12 – Week Fixed Term Contract
Location	Horn Island
Minimum Award/Classification	TSC Certified Agreement 2019 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 2.1
Maximum Award / Classification	TSC Certified Agreement 2022 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 2.4
Roster Pattern	19-day month
Position Summary	<p>Airport Reporting Officer</p> <p>Salary: Level 2.1–2.4 (12-week contract) plus Locality Allowance and CWA Allowance.</p> <p>Location: Horn Island</p> <p>Close Date: 06/02/2026</p> <p>Reporting to the Airport Manager this key position will perform the duties of an Airport Reporting Officer, in accordance with Civil Aviation rules including Manual of Standards (MOS) Part 139.</p> <p>The individual we are seeking will be a highly skilled professional who is a team player working proactively in a busy work environment. You will need to be able to work autonomously as well as in a team.</p> <p>Ideally, the successful applicant will have:</p> <ul style="list-style-type: none"> • 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. • Holds accreditation as an Airport Reporting Officer (ARO) or demonstrates the willingness and capacity to successfully obtain ARO accreditation within an agreed timeframe. • Possesses knowledge of, and the ability to comply with, relevant aviation regulations, including holding—or willingness to obtain—a CASA-approved radio proficiency certificate, along with effective communication skills using standard aviation radio procedures. • 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, as detailed in Method of Works Plans (MOWP). • 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. • Demonstrated ability to plan and prioritise work tasks, meet deadlines, and achieve operational objectives in a dynamic and sometimes high-pressure work environment. • 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. • Willingness to undergo a National Police Check <p>For a full listing of the Key Duties and Responsibilities and full selection Criteria please download a copy of the position description</p>

	<p>In return we offer the following benefits: -</p> <ul style="list-style-type: none"> • Great team environment • 19-day month • 5 weeks annual leave • 12% contribution to superannuation • Annual leave loading • Locality Allowance • Remote Area Allowance • Subsidised health and well-being membership (gym / swimming pool) • On-going opportunities for learning and development <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria:</p> <ul style="list-style-type: none"> • Be a permanent resident of Australia • Be an Australian citizen • Have an entitlement to work visa <p>Note: Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p> <p>Address your application to the Human Resources Manager and email to employment@torres.qld.gov.au.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> • A copy of your résumé • A cover letter addressing the key selection criteria <ol style="list-style-type: none"> 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 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 Method of Works Plans (MOWP). 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.
How to apply	
Selection Criteria	
Contact Person	Torres Shire Council Human Resources Team
Contact Number	07 4069 1336
Contact Email	employment@torres.qld.gov.au
Closing Date	5pm Friday, 06/02/2026