

Employment Opportunity - Full-time Airside Operations Manager

Job Role: Airside Operations Manager

Mildura Airport seeks a suitably qualified and experienced person to oversee, regulate and compliance to manage its airside operations. This role is designed to ensure Mildura Airport's continuing its business in full compliance with all national laws and regulations that pertain to its operations and upholding of professional standards.

This is a diverse role focused on a wide range of airport compliance, including passenger security screening (entry and monitoring) operations at the airport. Sound judgement, people management and decision-making qualities are a necessity to balance the operations and compliance aspects of this challenging role.

Key Responsibilities: Operations, Safety and Compliance

- Develop and oversee control systems to prevent a deal with violations of legal guidelines and internal policies
- AOCJ (Air Operations Compliance)
- Conduct employee compliance risk assessment training workshops
- Evaluate compliance systems and ensure adequate software is in place to support the need
- Update of Airport Emergency Planning and Control Emergency facilities, meetings and exercises
- Develop procedures, reports etc, periodically to identify hidden risks or non-compliance issues
- Conduct environmental audits to ensure the airport meets environmental requirements
- Planned maintenance audits
- Safety of Safety Management System
- Oversight Authority and responsibility
- Airside Reporting (Other training equipment)
- Conduct periodic risk or review of audits to ensure that compliance procedures are followed inside and at the airside and passenger screening areas
- Airside Security, AOCJ, and other pass control and quality
- Keep informed regarding pending industry changes, trends, aviation practices and assess the potential impact of these changes will have on organisational processes
- Develop and update policies and procedures related to compliance activities
- Safety and security policy updates including work safe requirements
- Fire (airside compliance) registers
- Collaborate with various government departments to ensure the implementation of consistent discipline/entry standards in cases of compliance standard violations
- Incident, hazard & risk management identification/reporting procedure via AirPro and the ICAO software
- Create a compliance safety culture
- Work with Airside facilities managers to complete airside projects and works
- Team leadership, training and performance management
- Manage, monitor and review all safety requirements
- Essential Services Management
- Be able to offer fuel trucks, fuel tank carts and stationary carts to fuel aircraft
- Occupational Health & Safety - Safety investigation processes and procedures
- Responsible for safe handling, storage, movement of Airside Product including into plane refuelling and detaching in accordance with World Fuel Services operating standards

Requirements

- Clear drug and alcohol testing
- Must be able to obtain an Airside Security Identification Card
- MV license preferably endorsed for heavy vehicles
- TAFE Training & Assessment
- Tertiary qualifications operations compliance, risk, command or another relevant discipline
- Ability to perform the essential primary functions of the position
- Computer literate
- Able to read and handle single multi utility/instruction documents