

Employment Opportunity - Full time Airside Operations Manager

Job Brief Airside Operations Manager

Mildura Airport seeks a suitably qualified and experienced person in safety, regulatory and compliance to manage its airside operations. This role is designed to ensure Mildura Airport is conducting its business in full compliance with all national laws and regulations that pertain to its aerodrome and upholding all professional standards.

This is a diverse role focused on a wide range of airport compliance, overseeing passenger security screening needs and reinforcing regulations 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.

Duties and Responsibilities include, but are not limited to:

- Develop and oversee control systems to prevent or deal with violations of legal guidelines and internal policies
- MOS 139 requirements/compliance
- Conduct employee compliance risk assessment training workshops
- Evaluate compliance systems and ensure adequate software is in place to support the need
- Upkeep of Airport Emergency Planning and annual Emergency tabletop meetings and exercises
- Revise procedures, reports etc. periodically to identify hidden risks or non-conformity issues
- Conduct environmental audits to ensure the airport meets environmental requirements
- Planned maintenance airside
- Upkeep of Safety Management System
- Screening Authority and responsibility
- Aerodrome Reporting Officer training/assessment
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed airside and at the refueling and passenger screening areas
- Aviation Security - ASIC and Visitor pass control and operation
- Keep informed regarding pending industry changes, trends, and best practices and assess the potential impact of these changes will have on organizational processes
- Disseminate written policies and procedures related to compliance activities
- Safety and security policy updates/including work safe requirements
- Fire hazard compliance/regulations
- Collaborate with human resources departments to ensure the implementation of consistent disciplinary action strategies in cases of compliance standard violations
- Incident, hazard & risk management identification/reporting/resolution via ARINS and BA 365 software
- Create a workplace safety culture
- Work with landside facilities manager 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 utilize fuel trucks, hydrant carts and stationary carts to fuel aircraft
- Occupational Health & Safety - Safety investigation processes and procedures
- Responsible for safe handling, storage, movement of Aviation Product including into-plane refuelling and defueling in accordance with World Fuel Services operating standards

Requirements

- Clear drug and alcohol testing
- Must be able to obtain an Aviation Security Identification Card
- MV license, preferably endorsed for heavy vehicles
- TAE Training & Assessment
- Tertiary qualifications/ operations compliance, risk, commercial or another relevant discipline
- Ability to perform the essential physical functions of this position
- Computer literate
- Able to read and handle simple math addition/subtraction (Numerate)