

City of Albany

# Application Pack

## Airport Coordinator



## About the City of Albany

The City of Albany is one of Western Australia's most important and historic regional Cities. The services, facilities and activities that we offer are continually evolving and expanding. As an employee of the City, you can help us to reach our full potential.

We employ around 500 staff members and provide an exceptional and committed service to the City of Albany, and we create an environment where every employee has an opportunity to succeed. We are committed to a more diverse workforce and promote diversity and equal opportunity employment.

The City offers some great benefits including flexibility in when and where you work to ensure a work-life balance. You will also enjoy a range of other benefits including:

- ✓ Superannuation co-contributions of up to \$4,500 per financial year.
- ✓ Professional development opportunities, including training, memberships, and study assistance.
- ✓ Excellent leave entitlements including annual leave loading and the ability to purchase up to an additional 8 weeks' annual leave per year.
- ✓ Employee health and wellness programs and initiatives including yearly flu vaccinations, skin checks and health assessments.
- ✓ Novated Leasing (where applicable)
- ✓ Access to our Employee Assistance Program (EAP) for you and your family.
- ✓ Free ALAC Memberships.
- ✓ Festive leave days.
- ✓ Volunteering support.
- ✓ Generous study assistance.
- ✓ Employee recognition program.
- ✓ Discounted Private Health Insurance.

## Our Values



## About the Opportunity

The City of Albany is looking for a passionate, experienced and dedicated individual for the position of **Airport Coordinator**.

This position will see you support the provision and delivery of quality public services for the Albany community.

|                                 |  |
|---------------------------------|--|
| <b>Location</b>                 | Albany (Harry Riggs) Airport   |
| <b>Agreement</b>                | City of Albany Industrial Agreement 2023   |
| <b>Status</b>                   | Permanent - Full Time  |
| <b>Salary</b>                   | Level 8.1 to 9.1 (\$107,836.87 - \$117,712.96 per annum) dependent on skills, knowledge and experience   |
| <b>Hours</b>                    | 152 hours per 4 weekly cycle to be worked Monday to Friday between the hours of 6.00am and 6.00pm  |
| <b>Annual Leave</b>             | 4 weeks paid annual leave each year (pro rata)<br>17.5% leave loading  |
| <b>Long Service Leave</b>       | Available after 7 years of service in accordance with the Regulations.   |
| <b>Other Leave</b>              | Personal Leave, Compassionate leave and Parental Leave   |
| <b>Superannuation</b>           | The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992. |
| <b>Probationary Period</b>      | 3 months   |
| <b>Medical</b>                  | Appointment is subject to a pre-employment medical declaration.  |
| <b>Federal Police Clearance</b> | Appointment is subject to a satisfactory federal police clearance.   |
| <b>Psychometric Testing</b>     | Appointment is subject to a satisfactory psychometric test.  |



# Position Description

|                        |  |
|------------------------|--|
| <b>Title</b>           | Airport Coordinator                                    |
| <b>Level</b>           | Level 8/9,<br>City of Albany Industrial Agreement 2023 |
| <b>Directorate</b>     | Corporate and Commercial Services                      |
| <b>Reports to</b>      | Manager Economic Development & Commercial Services     |
| <b>Responsible for</b> | Airport Reporting Officers                             |

**EXECUTIVE DIRECTOR  
CORPORATE & COMMERCIAL  
SERVICES**

**MANAGER ECONOMIC  
DEVELOPMENT &  
COMMERCIAL SERVICES**

**AIRPORT COORDINATOR**

## Position Objective

This leadership role entails comprehensive oversight of daily operations across airside, terminal, and landside areas. Key responsibilities include managing lease agreements, overseeing assets, providing aviation refueling services and administering controlled parking. Additionally, the role requires involvement in strategic planning for airport precinct infrastructure, maintenance of airside and landside facilities, management of terminal infrastructure, enforcement of airside safety measures and supervision of Airport Reporting Officers (AROs).

Reporting directly to the Manager Economic Development and Commercial Services, this position ensures compliance with regulatory requirements while fostering positive relationships with stakeholders. This entails active engagement with regulatory bodies, airlines, contractors and the local community to promote smooth airport operations and regulatory adherence.

## Key Responsibilities

### AIRPORT OPERATION AND COMPLIANCE

#### Level 8

- Supervise and enforce regulatory standards and safety protocols for airside operations, including:
  - Conducting regular audits to ensure ongoing compliance with regulations.
  - Developing training programs to reinforce safety practices among staff.
- Support terminal and landside asset operations by providing ARO services and expertise as required, such as:
  - Developing strategies for efficient maintenance of terminal, airside, and landside assets.
  - Exploring opportunities to optimise asset utilisation.
- Enhance overall efficiency by facilitating seamless coordination between airside and landside operations, including:
  - Establishing cross-functional teams to improve coordination.
  - Strengthening communication channels between City departments.
- Implement measures to mitigate risks and ensure the safety of personnel and passengers.
- Coordinate airside activities to optimise efficiency and ensure smooth operations.
- Manage aircraft parking arrangements and oversee the airside vehicle program.
- Provide technical expertise on airside projects and maintain essential operational documentation.
- Act as an Airport Reporting Officer, including:
  - Performing aircraft refueling duties as required.
  - Leading investigations into incidents or breaches.
  - Improving reporting mechanisms.

- Maintain a consistent presence during morning and afternoon shifts to ensure continuity, effective communication, decision-making, and staff supervision.
- Coordinate resources, stakeholder communication, emergency preparedness, and staff training. Streamline maintenance procedures to meet regulatory requirements and minimise downtime.
- Ensure timely and effective maintenance of airport facilities and equipment.

#### Level 9 (in addition to the above)

- Drive proactive initiatives to mitigate risks and uphold safety standards, taking a leading role in identifying potential hazards and implementing preventative measures. This involves proactively identifying and addressing emerging safety risks, implementing advanced risk mitigation strategies, and driving continuous improvement in safety practices.
- Provide advanced technical proficiency in complex airside and landside projects, offering expertise in design, implementation, and optimization. This includes applying advanced technical knowledge to solve complex problems, resource planning and execution of complex projects and ensuring projects are delivered on time and within budget.
- Promote and instill a culture of compliance and accountability throughout the organization, including developing and implementing compliance training programs and monitoring adherence to regulations. This involves developing and implementing comprehensive compliance strategies, ensuring compliance with regulatory requirements, and fostering a culture of accountability and continuous improvement.

## **LEADERSHIP**

#### Level 8

- Provide clear leadership and guidance to Airport Reporting Officers (AROs) to optimise their performance.
- Continuously monitor and evaluate work output to ensure operational efficiency and maintain quality standards.
- Lead, coach, and develop the ARO Team, which may consist of part-time and/or casual staff.

#### Level 9 (in addition to the above)

- Implement strategies aimed at enhancing organisational capacity within the team, including knowledge management, education, training, and fostering a culture of continuous improvement.
- Monitor and develop staff performance, conduct performance appraisals, and recommend appropriate staff training and development opportunities, utilising advanced methodologies and approaches.
- Assist with recruitment needs for the team as necessary, including involvement in higher-level strategic planning and decision-making regarding staffing requirements and talent acquisition strategies.

## **STAKEHOLDER ENGAGEMENT**

#### Level 8

- Engage proactively with stakeholders to ensure regulatory compliance and cultivate a unified airport ecosystem.
- Foster dialogue and cooperation to tackle operational challenges collaboratively and accomplish common goals.

- Collaborate closely with airline ground handling agents to enhance customer experience and streamline operations effectively.
- Establish efficient communication channels to promptly address issues and optimise service delivery.

#### Level 9 (in addition to the above)

- Lead stakeholder engagement efforts and facilitate collaboration, taking a proactive role in shaping relationships and strategic partnerships.
- Drive initiatives to deepen stakeholder relationships, leveraging advanced negotiation and diplomacy skills to address complex issues and foster consensus.
- Develop comprehensive stakeholder engagement strategies aligned with broader organisational objectives, including long-term relationship management and conflict resolution.

## **BUDGET**

#### Level 8

- Prepare the airport operations budget and provide input for the annual budgeting process.
- Conduct budget reviews and prepare cost estimates for airside works, ensuring effective allocation of financial resources.

#### Level 9 (in addition to the above)

- Contribute to strategic financial management, aligning financial decisions with long-term objectives and sustainability goals. This involves analysing financial data to provide insights for strategic planning, identifying opportunities for cost savings and revenue generation, and assessing the financial implications of long-term projects and initiatives.

## **STRATEGIC PLANNING, ASSET MANAGEMENT AND PLANNING**

#### Level 8

- Assist with developing long-term plans for the enhancement and replacement of airside and landside services, aligning with the airport's commitment to economic and social sustainability.
- Collaborate on strategic initiatives and decision-making processes to advance airport objectives and ensure alignment with community needs.
- Proactively anticipate and accommodate evolving demands to optimise airport infrastructure and services effectively.
- Provide operational expertise and support to the Manager Economic Development and Commercial Services as needed, including preparing comprehensive project documentation and assessing tenders for airside projects.
- Conduct audits of contracted works and represent the airport at project meetings to uphold quality standards and regulatory compliance.
- Efficiently manage airport assets and contribute to long-term planning for infrastructure development while prioritising economic and social sustainability goals.

#### Level 9 (in addition to the above)

- Take a leading role onsite with strategic initiatives and business development, taking a proactive role in identifying opportunities for growth and innovation.
- Contribute to the development of initiatives that improve the visitor experience, such as enhancements to amenities like cafes, concierge services, and short/long-term

parking facilities.

- Engage with stakeholders to foster collaboration and strategic planning efforts that align with the airport's economic and social sustainability objectives, taking a leadership role in shaping partnerships and driving consensus.
- Play a key role in developing a comprehensive airport framework of economic initiatives and projects that contribute to the local community's growth and well-being, utilizing advanced strategic planning and project management skills.
- Identify and execute projects that promote economic growth, create employment opportunities, and enhance skills within the community, utilizing a deep understanding of economic development principles and strategies.
- Collect and analyse airport economic data, leveraging insights to inform decision-making processes and strategic planning efforts geared towards sustainable development, utilising advanced data analysis techniques.
- Ensure a comprehensive understanding and effective application of the Strategic Airport Asset and Financial Management Framework (SAAFMF) within the Western Australia airport management context, taking a leadership role in ensuring compliance and driving continuous improvement.
- Oversee the SAAFMF Training and application to ensure airports' financial management aligns with objectives, enabling transparent pricing of fees, and facilitating decision-making regarding infrastructure renewals and upgrades, taking a strategic approach to training and capacity-building initiatives.

## **EMERGENCY MANAGEMENT**

### Level 8

- Liaise with emergency services personnel and manage the airport's response procedures during emergencies.
- Facilitate and oversee the conduct of Aerodrome Emergency exercises to test and improve emergency response capabilities.

### Level 9 (in addition to the above)

- Continuously demonstrate accountability for decisions and actions within the role, leveraging extensive experience and technical acumen to drive ongoing organisational improvement, including implementing best practices and driving innovation in emergency response procedures and protocols.
- Take a leadership role in evaluating and refining emergency response procedures, utilising advanced knowledge and expertise to ensure the highest level of preparedness and effectiveness during emergencies.

## **SAFETY MANAGEMENT**

### Level 8

- Continuously assess and enhance safety protocols, drawing from industry best practices and adapting to regulatory changes.
- Ensure strict compliance with Civil Aviation Safety Authority (CASA) standards and oversee the safety management system to uphold a safe operational environment.
- Lead investigations into safety incidents, implementing necessary corrective actions to prevent recurrence and maintain safety standards.
- Enforce relevant safety policies, holding staff and contractors accountable for adhering to safety protocols and fostering a safe workplace environment.
- Document comprehensive safety procedures and conduct regular workplace hazard inspections to identify and mitigate potential risks effectively.

### Level 9 (in addition to the above)

- Design and implement safety programs that nurture a culture of safety, taking a proactive role in developing initiatives and strategies to promote a safety-conscious workplace culture.
- Implement advanced risk mitigation measures, utilising sophisticated risk assessment methodologies and technologies to identify and address potential hazards before they escalate.

## **WORK HEALTH AND SAFETY**

### Level 8

- Take reasonable care for own/individual health and safety and the health and safety of others, including the implementation of risk control measures that are within own/individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Provide appropriate instruction, information, training and supervision for staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues.

### Level 9 (in addition to the above)

- Develop and implement comprehensive workplace health and safety (WHS) programs and initiatives, incorporating advanced strategies and methodologies to promote a culture of safety throughout the organisation.
- Lead the development and review of WHS policies and procedures, ensuring alignment with industry best practices and regulatory requirements.
- Conduct advanced risk assessments and implement proactive risk control measures to mitigate workplace hazards effectively, leveraging knowledge and experience from the City's WHS team.
- Support the WHS team in training and supporting staff and stakeholders on WHS matters, including the interpretation and application of policies and procedures, and fostering a proactive approach to safety.
- Liaise with the City's WHS team and work with subject matter experts on WHS issues, providing guidance and support to management and staff on complex safety-related matters.
- Lead investigations into significant workplace incidents or near misses, utilising advanced investigative techniques and methodologies to identify root causes and implement effective corrective actions.
- Monitor and evaluate the effectiveness of WHS programs and initiatives, implementing continuous improvement measures to enhance safety performance and minimise risks.

## **REQUIREMENTS**

## **SKILLS AND KNOWLEDGE**

### Level 8

- Ability to work autonomously and efficiently under limited supervision, ensuring prompt achievement of operational objectives and regulatory deadlines.
- Strong collaborative skills, capable of working effectively within teams or independently to identify and resolve challenges while aligning decisions with organisational values and

objectives.

- Comprehensive expertise in airport operations and regulations, including staying updated on regulatory changes and effectively implementing them.
- Proficiency in interpreting and applying workplace legislation, environmental regulations, and health and safety standards to maintain compliance.
- Skilled in handling administrative tasks, particularly record-keeping, to uphold accurate documentation practices.
- Thorough understanding and application of the Manual of Standards (MOS) Part 139.
- Effective leadership and supervision abilities in operational and regulated environments, with knowledge of human resource practices such as Equal Employment Opportunity (EEO) and Workplace Health and Safety (WHS).
- Proficient communication skills at all levels, capable of providing technical advice to management, staff, and contractors while fostering productive relationships with internal and external stakeholders and agencies.

Level 9 (in addition to the above)

- Demonstrated ability to work autonomously and effectively, ensuring operational objectives and regulatory deadlines are consistently met, with a heightened level of accountability for decisions and actions taken within the scope of the role.
- Expertise in interpreting, applying, and providing guidance on workplace legislation, environmental regulations, and health and safety standards to maintain compliance, with a deeper understanding of the nuances and complexities involved.
- Advanced understanding and application of the Manual of Standards (MOS) Part 139, including the ability to interpret and apply regulations in complex or ambiguous situations.

**EXPERIENCE AND QUALIFICATIONS**

Level 8

- Minimum of 3 years of relevant experience in airport operations, with at least two years in a supervisory role.
- Current aerodrome reporting officer (ARO) qualification, demonstrating proficiency in regulatory reporting requirements.
- Possession of a valid national 'C' class driver's license and national police certificate, along with the ability to obtain and maintain an aviation security identification card (ASIC).
- Tertiary qualifications in airport management, engineering, or a related field.
- Possession of a current first aid certificate (desirable).

Level 9 (in addition to the above)

- Possess 5 years of relevant experience in airport operations, with at least two years in a supervisory capacity, demonstrating a deeper level of experience and leadership.
- Possess a degree in airport management, engineering, or a related field (or demonstrate equivalent experience), indicating a higher level of academic qualification and expertise in the field.

**Screening**  
Level 8 & 9

- Undergo background checks per the Aviation Transport Security Act.
- Undergo and pass regular drug and alcohol testing as required by the employer and the Civil Aviation Safety Authority to maintain compliance and safety standards.

# How to Apply

## Making Enquiries

For general enquiries regarding the application process please contact People and Culture on 08 6820 3110. For specific enquiries regarding the position please contact Krysten Pyrz-Brown on 6820 3219.

## Completing Your Application

When preparing your application, you **MUST** include the following to be considered for interview:

1. A cover letter.
2. A statement addressing each of the "key selection criteria" below. Consideration for interview is based upon your clear demonstration that you meet the essential requirements for the position.
  - Demonstrated experience in airport operations or a similarly regulated operational environment.
  - Clear leadership capability, with experience supervising staff and holding teams accountable for performance.
  - Strong organisational and project coordination skills, with a proven ability to see complex tasks through to completion.
  - Well-developed communication and stakeholder engagement skills
  - Commercial and asset management awareness, with experience contributing to budgets and improvement initiatives.
  - Alignment with the City of Albany's values and a genuine commitment to serving the community.
3. A resume (or curriculum vitae), which provides your current contact details, relevant personal details, qualifications, work history and the details of two recent work referees details, qualifications, work history and the details of two recent work referees.

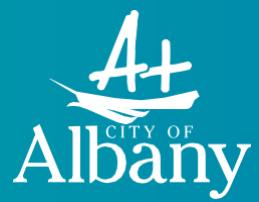
## Lodging Your Application

1. Go to our website at [www.albany.wa.gov.au/currentvacancies](http://www.albany.wa.gov.au/currentvacancies)
2. Select the relevant position.
3. Click on '**Apply**' and complete all mandatory fields. You will be required to attach your completed cover letter, selection criteria and resume to the application (as three separate electronic documents)

In the instance of a limited number of applications, the City reserves the right to extend the recruitment advertisement dates.

**For reasons of equity, LATE APPLICATIONS CANNOT BE ACCEPTED.**

**Deadline:** Applications close at **5pm, Thursday 12 February 2026**



City of Albany

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