



Airport Reporting Officer/Grounds person

Onslow

Application Package

September 2022



Contents

| | |
|---|----|
| Advert..... | 3 |
| Employment Conditions & Benefits | 12 |
| CONDITIONS | 12 |
| SUPERANNUATION | 12 |
| ANNUAL LEAVE..... | 12 |
| ACCOMMODATION | 12 |
| What do you need to do before applying? | 13 |
| COVERING LETTER | 13 |
| RESUME..... | 13 |
| REFEREES..... | 13 |
| SUBMITTING YOUR APPLICATION | 13 |
| NEXT STEPS..... | 13 |
| ABOUT THE SHIRE OF ASHBURTON..... | 14 |
| TOM PRICE | 14 |
| ONSLOW | 17 |
| The other Shire towns..... | 19 |
| PARABURDOO | 19 |
| PANNAWONICA..... | 19 |



Advert

Airport Reporting Officer/Groundsperson

Residential – Onslow | Full time

Starting salary \$81,494.40 p.a. negotiable, dependent on skills and experience.
Shire accommodation and a relocation package may be provided with this position for suitable candidates

About the Position

We have an exciting opportunity for the role of Airport Reporting Officer/Groundsperson.

This position is responsible for assisting in ensuring effective operation and maintenance of the Shire airport facility in accordance with relevant legislation and ensuring the Airport grounds are maintained. Airport Reporting Officer training will be provided for this position. This role will ensure at all times the safety of the community via safe and compliant airport operations and the safety of all staff and contractors engaged in work related airport operations.

Our ideal candidate will boast a strong flexible work ethic, with strong interpersonal skills and a high level of cultural awareness. Experience as an Airport Reporting Officer is desirable, but not essential. Suitable training will be provided for the right candidate. You will be willing to assume some of the responsibilities of the Manager Airport Services when required, including acting as the Security Contact Officer in the Manager absence. There will be a requirement to undertake 'after hours' duties in this role, which may include evenings and weekends.

If you are a 'can do' person, who thrives on new challenges, enjoys working within a diverse environment, has a flexible and agile approach to your work, and consistently delivers the highest quality work, then we would like you to join our team.

This position offers a competitive remuneration package and six weeks' annual leave. All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2022*.

For further information regarding this exciting opportunity, please contact Megan Walsh, Manager Airport Services **(08) 9153 2002**.

Submitting your Application

Applications must be submitted online via the Shire of Ashburton website: www.ashburton.wa.gov.au by 9:00 AM Tuesday 27 September 2022.

Please note: Shortlisting may commence immediately.

The Shire of Ashburton encompasses the towns of Tom Price, Onslow, Paraburdoo and Pannawonica. Our employees enjoy a relaxed lifestyle in the Pilbara region of Western Australia, set



amongst the backdrop of world renowned Karijini National Park and Millstream Chichester National Park with spectacular gorges, deep red earth and are some of the oldest formations in the world and our coastline takes in the Mackerel Islands, with turquoise water and opportunities for best fishing and snorkeling.

The Shire of Ashburton is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply.

Please Note: Canvassing of Councillors or Shire Employees will disqualify. The successful applicant is required to obtain relevant checks and to provide evidence of all claimed qualifications prior to commencing employment.



Position Description

Airport Reporting Officer/Groundsperson

| | |
|------------------------------|--|
| Position Number | JA.175 |
| Directorate | Office of the CEO |
| Department | Airport |
| Job Family | Labourer / Operational |
| Reports To | Manager Airport Services |
| Direct Reports | N/A |
| Location | Onslow |
| Industrial Instrument | Shire of Ashburton Enterprise Agreement 2017 |
| Classification Level | Level 4 |

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Values

Respect Openness Teamwork Leadership Excellence Health and Wellbeing





About the Role

Role Objective/Purpose

The main focus of the Airport Reporting Officer/Groundspeson is to contribute to the safe operation of the airport though inspecting, reporting and monitoring the condition of the airsdie as well as carrying out the day-to-day maintenance of the airport grounds. This is a role where safety and responsibility is paramount and where multitasking is a must.

Key Role Outcomes

Work Independently and have the ability to manage the day-to-day safety, environment, and security aspects of the airport in accordance with regulations and ensure company policies and procedures are implemented and enforced. You will be required to respond to aerodrome emergencies and have effective communications with all stakeholders.

In an operational capacity, assist with the efficient and compliant operation and maintenance of the airport facilities, which may include, among other things:

- Performing daily inspections of runways, taxiways, aprons, airfield lighting and aerodrome grounds in accordance with Part 139 (Aerodrome) Manual Of standards and the Onslow Aerodrome Manual.
- Carrying out allocated works programs and undertaking minor repairs of services associated with airport pavements, runways, markers, line markings, lighting, drains, wind indicators, precision approach path indicator systems, fencing and other critical systems, grounds, and other facilities at Onslow Airport as per Manual of Standards (MOS) 139 and Aerodrome Manual.
- Wildlife management and control.
- Maintaining the terminal and airside security control in accordance with the Aviation Transport Security Act (ATSA) 2004, Aviation Transports Security Regulations (ATSR) 2005 and Onslow Airport Transport Security Program (TSP). Including managing airside access, escorts and issuing of Visitor Identification Cards (VIC).
- Responding to emergency and security situations, accidents and participate in regular exercises in line with Aerodrome Manual, Aerodrome Emergency Plan (AEP), and TSP.



- Liaising with Manager Airport Services regarding airport safety and operational matters.
- Undertake duties as required by the Manager Airport Services. This may include assisting in Screening duties where required.

Undertake maintenance and cleaning of the Aerodrome grounds, buildings and infrastructure ensuring that it is operated and maintained to the highest levels expected of the facility, including but not limited to:

- Attend to non-trades repairs and maintenance;
- Grounds maintenance including operations of tractor and slasher combination, brush cutting, other small plant, weed spraying, mowing, and gardening. This would include refuelling of plant, generator, and vehicles;
- Maintain walkways pathways and hard surface areas including, high pressure cleaning and blowing.
- Pruning and maintenance of hedges, flower beds, plants, trees in a neat and tidy way
- Fencing repairs
- Proactive reporting on potential maintenance needs or issues
- Plan, schedule, and coordinate general maintenance, preventative maintenance, and routine maintenance.
- Maintaining vehicles and plant in good condition including undertaken minor maintenance within capabilities.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence and Health and Wellbeing which always apply, to all staff, in all roles.



| Competency | Required Level |
|--------------------------------------|---|
| Health and Safety | Proficient: Reviews, audits, and trains others in safety procedures primarily on the job. Instrumental in leading work teams on safety compliance and ensuring a culture of safety first within the work team. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation. |
| Accountability | Advanced: Manages and plans own work but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities, and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives. |
| Judgement and Decision Making | Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options. Judgement is applied to design, test, analyse, review, or develop complex systems, procedures, equipment, or processes. |
| Time Management | Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management. |
| Customer Service | Intermediate: Transactional style or routine interaction with members of the public involving known queries. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity. |
| Financial Management | Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities. |



| | |
|--|--|
| | |
| Leadership | Fundamental: Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors. |
| Role Specific Competencies These are the specific competencies required of the role. | |
| Competency | Required Level |
| Problem Solving | Advanced: Solve problems where there is a lack of definition requiring analysis of several options, including new problems outside developed or learned skills and knowledge. Solve problems in accordance with managerial directives, policies of Council and legislative requirements. |
| Policy or Legislative Interpretation | Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent. |
| Conflict Resolution | Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required. |
| Communications Skills | Intermediate: Business level written, and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use of appropriate grammar. Able to resolve minor matters. |
| Report Writing | Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities. |





| | |
|---------------------------------------|---|
| Administration Skills | Intermediate: Able to use software to complete more complex administration tasks. |
| Project Management Fundamental | Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project-based environment. |

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence;
- Aerodrome Reporting Officer Certificate (from an approved authority);
- Aircraft Radio Telephone Operator Certificate of Proficiency;
- Able to hold an Aviation Security Identification Card (ASIC)
- First Aid Certificate.

Experience, Skills, Knowledge Required of Role

- Previous experience in airport operations, preferably in ARO role.
- Proficiency with MS suite of software.
- Basic vehicle and minor plant operation experience.
- This is a role where safety and responsibility are paramount and where multitasking is a must.
- Be comfortable working outdoors unsupervised in all weather conditions.
- Ability to multitask and calmly work under pressure.
- Demonstrated ability to work autonomously and as part of a team.
- Flexible to work in a 7-day schedule on a rotating roster.
- This position is required to undertake in an after-hours (on Call) rotating roster with other employees in this position and will be expected to cover others absence as required.





Confirmation

I have received, read, and familiarised myself with this position description

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.





Employment Conditions & Benefits

CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*.

ALLOWANCES

Ashburton, Annual Leave Travel and Health & Wellbeing allowances are applicable as per the EA.

| | |
|-------------------------------|-----------------|
| Ashburton Allowance | \$4,750.00 p.a. |
| Annual Leave Travel Allowance | \$2,000.00 p.a. |
| Health & Wellbeing Allowance | \$300.00 p.a. |

Other benefits may include provision of a mobile phone, flexibility in working arrangements as well as travel, training, and personal development opportunities.

SUPERANNUATION

Along with 10.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22.5% and 25.5% after 2 years), with salary sacrifice options.

ANNUAL LEAVE

Six (6) weeks annual leave per annum with no additional leave loading applicable.

LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

ACCOMMODATION

Under the current Accommodation Directive, all full time and part time employees can apply for either free Shire accommodation or rent relief, pending eligibility and availability.

UNIFORM AND PPE

Corporate uniforms are provided as per the EA. Uniforms considered PPE will be provided upon commencement and will be replaced as required.



What do you need to do before applying?

COVERING LETTER

The covering letter should include the title of the position you are applying for, as well as the position reference number. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

RESUME

Your resume should be up to date and provide personal details such as your name, address, and telephone number as well as relevant work history, education, training, courses attended, qualifications and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give only a brief summary of the duties and responsibilities for each of the positions.

REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to contact referees from positions you've held which are related to the role you're applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

SUBMITTING YOUR APPLICATION

Please apply by clicking 'Apply' on the job ad on our website: www.ashburton.wa.gov.au

NEXT STEPS

Once you have submitted your application you should start thinking about the next steps of the recruitment process and gather documentation to address the mandatory requirements for the role, this will include:

- 100 points of ID;
- Current Driver's Licence; and
- Required qualifications, tickets, or other licences.

You may also be required to undergo pre-employment checks such as psychometric testing, medical assessments and drug and alcohol screening – ensure you have documentation or evidence of any medical conditions or medication prior to medical testing being conducted.



ABOUT THE SHIRE OF ASHBURTON

TOM PRICE

Some 747m above sea level, Tom Price is the highest town in Western Australia commonly referred to as the 'Top Town in WA'. It is a modern, fully serviced town, and is an ideal base for exploring the wonders of Karijini National Park which is just an hour away.

The town offers unique opportunities such as mine site tours, canyoning tours to the gorges, and a large variety of natural attractions including Mt Nameless/Jarndunmunha, Aboriginal carvings, local water holes and parks. Millstream Chichester National Park is also just a few hours away from Tom Price – Python Pool is a must!

From Tom Price you can experience everything that's makes the Pilbara so epic, not just the national parks, but WA's tallest mountains which are waiting to be conquered! Be ready to be amazed by vast red landscapes, the greatest sunrises, and sunsets you'll ever see, not to mention the clearest skies – perfect for stargazing. Tom Price is home of great events like the Karijini Experience (April) and the Nameless Jarndunmunha Festival (August). It's definitely the best home base for adventure!



*Left:
Canyoning in
Karijini National
Park*



*Right:
Python Pool,
Millstream Chichester
National Park*



There is also a great community spirit in Tom Price with over 70 active community groups and sporting clubs. There's everything you may need in town, or you can go sightseeing, spider walking through the gorges, swimming at Hamersley Gorge or Fern Pool and generally experience what Karijini and the Pilbara have to offer while you're here – it's worth it! Tom Price is also only half a day's drive to the magnificent Ningaloo Coast. What more can you ask for?





Mount Nameless/Jarndunmunha

Tom Price's most notable landmark is the majestic Mt Nameless. Known as Jarndunmunha to the local Indigenous people, meaning 'place of rock wallabies', the mountain is located approximately 4kms from town and 1128m above sea level.

It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine, and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately a 1 - 3 hour return hike, depending on fitness levels.

Tom Price has a variety of business facilities including a post office, a hospital, chemist, mechanics, hairdressers, supermarket, boarding kennels, home hardware store, home appliance store and a choice of eateries.





ONSLOW





Onslow is the oldest town in the Shire of Ashburton and offers a variety of other scenic and historical attractions in the town and nearby, such as the Heritage Trail, Ian Blair Memorial Walkway, ANZAC Memorial, Four Mile Beach, Termite Mound Viewing Area, Bobby's Tree, Good Shed Museum and Staircase to the Moon. Of course, there are also fishing and crabbing opportunities. Onslow is also the gateway to the magnificent Mackerel Islands, and is within a few hours' drive of Coral Bay, Exmouth, and the Ningaloo Reef.

In recent years Onslow has become a hub of major industrial activity focused on natural resource extraction and is home to large scale projects such as Wheatstone LNG, Macedon Gas, Onslow Salt, the Onslow Marine Support Base, and the Shire's own Class IV Waste Management Facility which is currently in developmental stages. The town also boasts a modern airport which provides direct flights to and from Perth.

Onslow also hosts a range on new recreational facilities, catering to the sports and social needs of the community:

Onslow Aquatic Centre, consisting of a six lane 25m pool with an additional freeform beach entry area. The centre has a fully retractable shaded pool and lawn area, a kiosk to purchase hot food, snacks and cold drinks, a pro-shop full of swim training equipment. The perfect place to host a birthday party with free pool toys for entertainment and large inflatables for hire.

Multi-Purpose Complex, including a full-size sports gymnasium, as well as basketball, indoor soccer, netball, badminton, and volleyball courts.

Tennis Courts, managed by the Onslow Sports Club where keys can be obtained. The lights are operated by a coin box. There is one synthetic and one paved court.

Onslow Community Garden, a thriving garden in the centre of town which enables residents and visitors to share the pleasure of outdoor activity, wholesome food, and community spirit. Complete with BBQ facilities and a wood fired pizza oven, the garden hosts regular community events.





The other Shire towns...

PARABURDOO

Paraburdoo is a 40-year-old purpose-built mining town that lies on the desert fringe of the Hamersley Ranges.

It is renowned for its beautiful scenery, wildlife diversity and interesting short European history. Palm Springs is a permanent water source with exceptional bird watching. It is a Heritage Site for the Innawonga People, located 50km north along Paraburdoo Tom Price Road. Kelly's Pool is 8kms out of town and the local year-round water hole with picnic facilities. Paraburdoo is also where the Pilbara regions beloved 'Red Dog' was born.

PANNAWONICA

Pannawonica is a purpose-built mining town, constructed in 1970 and is one of few 'closed mining towns' in WA, a term used by mining companies to describe towns where facilities are limited for visitors and accommodation is reserved for mining staff. The town ultimately provides a home for Rio Tinto employees and their families, working out of the Pannawonica mine site. The smallest town in the Shire of Ashburton, with just under 700 residents, the quaint desert town offers a great home base for adventure!

Millstream Chichester National Park is just 100km down the road from Pannawonica – Python Pool is a must.

