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| Position Title | Airport Reporting Officer |
| Reference Number | 1230 |
| Employment Type | Permanent Full-Time |
| Location | Thursday Island |
| Minimum Award/Classification | TSC Certified Agreement 2019 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 2 |
| Maximum Award / Classification | TSC Certified Agreement 2019 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 2 |
| Roster Pattern | 19-day month |
| Position Summary | <p>Airport Reporting Officer</p> <p>Reference Number: 1230 Salary Range: \$66,813 (PA) plus allowances Location: Horn Island Close Date: 12pm, Friday 28th March 2025</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 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"> • High level of proficiency in performing Aerodrome inspections. • Must be accredited as an Airport Reporting Officer. • Previous experience in a similar role preferably in a Local Government environment is desirable. • Proficient in the use of radio communication and must hold the appropriate CASA approved radio proficiency certificate. • Demonstrated ability to plan workload, achieve set goals and meet deadlines. • Demonstrated ability to process NOTAM's. • Ability to undertake Aerodrome inspections. • Ability to supervise on airport works (MOWP). • Demonstrated communication and interpersonal skills. • Ability to acquire knowledge of Ailan Kastom and traditional languages. • An understanding of Local Government context and local issues. • Current 'C' Class open drivers' licence. <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 |

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| | <p>How to apply: Your application must be addressed to the “Chief Executive Officer” and emailed to: employment@torres.qld.gov.au and must include following:</p> <ul style="list-style-type: none"> • Cover letter addressing the key selection criteria. <p><i>Applications not addressing the full selection criteria will not be accepted.</i></p> <p>Pre-Employment Assessment: As part of the selection process, applicants may be required to undertake some or all of the following pre-employment assessments / checks: -</p> <ul style="list-style-type: none"> • Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test. • National police / criminal history check • Numeracy and Literacy Assessment • Computer Skills Assessment • Qualification / Licence Verification • Right to Work in Australia Check • Psychometric testing <p>Employment Eligibility: 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"> • Permanent resident of Australia • Australian Citizen • Entitlement to work visa <p>Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p> |
| <p>Selection Criteria</p> | <p>Essential: Are you an accredited Airport Reporting Officer? Essential: Do you have a current “C’ Class open driver’s licence? Essential: Do you have demonstrated skills, knowledge and experience in line with the job specific responsibilities? Essential: Explain your demonstrated capacity to plan workload, achieve set goals and meet deadlines?</p> |
| <p>Contact Person</p> | <p>Torres Shire Council Human Resources Team</p> |
| <p>Contact Number</p> | <p>07 4069 1336</p> |
| <p>Contact Email</p> | <p>employment@torres.qld.gov.au</p> |
| <p>Closing Date</p> | <p>12pm, Friday 28/03/2025</p> |
| <p>Please note that this position will close at 12pm (AEST) on the closing date. Please ensure your application is added before this time as we do not accept late applications</p> | |