



AIRPORT OPERATIONS & COMPLIANCE SUPERVISOR

POSITION TITLE:	Airport Operations and Compliance Supervisor
POSITION NUMBER:	2015
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Level 6 OAP
REPORTS TO:	Airport Manager
DEPARTMENT:	Infrastructure & Environment
LAST REVIEWED:	September 2026

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will
see how much we value our natural
beauty, how connected our communities
are, and how balanced growth makes
this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The Airport Operations & Compliance Supervisor is the senior operational compliance and assurance position at Cloncurry Airport and forms a critical component of the airport management structure. Reporting to the Airport Manager, the position is responsible for coordinating operational compliance, regulatory audit and inspection readiness, controlled operational documentation, corrective actions, and the day-to-day supervision and coordination of Airport Reporting Officers. The position provides assurance that airside and landside operations are undertaken in accordance with applicable Civil Aviation Safety Authority (CASA) requirements, aviation security obligations, Council policies and the Cloncurry Aerodrome Manual. The position is the formal second-in-charge of the airport and is required to act as Airport Manager during periods of absence. The incumbent must maintain senior Aerodrome Reporting Officer and Works Safety Officer capability and provide operational support when required; however, the primary purpose of the role is compliance assurance, operational supervision and regulatory readiness.

REPORTING LINES

Reports to the Airport Manager

Directly supervises Airport Reporting Officers.



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KEY RESPONSIBILITIES IN THIS ROLE

The following outlines key responsibilities of the position, but is not all encompassing:

Operational Compliance and Assurance

- Coordinate and monitor day-to-day compliance with applicable aviation legislation, the Civil Aviation Safety Regulations, Part 139 Manual of Standards, aviation security requirements, the Cloncurry Aerodrome Manual and relevant Council policies and procedures.
- Maintain a structured compliance calendar/register identifying recurring regulatory, inspection, reporting, review and assurance obligations and monitor their completion.
- Provide the Airport Manager with regular assurance that required operational activities are completed, appropriately recorded and capable of being demonstrated during regulatory review.
- Review the quality and completeness of ARO inspection records, operational logs, registers and supporting evidence and address identified deficiencies.
- Identify operational non-conformances, emerging compliance risks and systemic issues; implement or recommend corrective actions and escalate material matters to the Airport Manager.
- Maintain registers of audit findings, observations, corrective actions and non-conformances and monitor actions through to verified closure.
- Remain conversant with changes to relevant civil aviation, aviation security and other applicable regulatory requirements and coordinate implementation of approved changes within airport operations.

Audits, Inspections and Regulatory Readiness

- Coordinate preparation for CASA, aviation security, technical, internal and other regulatory audits and inspections, including evidence collation, staff readiness and operational documentation.
- Coordinate internal compliance reviews and readiness checks to identify gaps before external audit or inspection.
- Coordinate responses to audit and inspection findings in consultation with the Airport Manager and relevant Council officers.
- Monitor agreed corrective actions, due dates and evidence of close-out and provide status reporting to the Airport Manager.
- Coordinate scheduled aerodrome technical inspections and other specialist inspections as required, including follow-up of identified actions.

Operational Documentation, Policy and Procedure

- Coordinate the development, review, maintenance and document control of airport operational policies procedures, plans, registers and standard operating procedures.
- Provide primary operational support to the Airport Manager for maintenance and review of the Cloncurry Aerodrome Manual and associated regulatory documentation.
- Coordinate review and maintenance of the Safety Management System, Drug and Alcohol Management Plan, aviation security documentation, emergency planning documentation, wildlife management procedures and other operational plans relevant to the role.
- Ensure approved changes to manuals, procedures and regulatory requirements are communicated to operational staff and incorporated into work practices.
- Develop clear operational instructions and procedures that translate regulatory requirements into practical and auditable airport processes.
- Maintain appropriate document review schedules, version control and evidence of staff acknowledgement or training where required.

ARO Supervision, Rostering and Competency

- Provide direct day-to-day supervision and leadership of Airport Reporting Officers.
- Develop and coordinate operational and on-call rosters to ensure appropriate airport coverage, fatigue management and continuity of operations.
- Coordinate leave coverage, daily work allocation and operational priorities in consultation



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with the Airport Manager.

- Maintain oversight of ARO licences, qualifications, ASIC requirements, competencies and currency and ensure expiry or training requirements are identified in advance.
- Maintain a training and competency matrix and coordinate required training, assessment, refresher activities and professional development.
- Review the quality and consistency of ARO inspections, reports, logs and operational activities and provide coaching or corrective guidance where required.
- Mentor and develop less experienced AROs and support the structured development of trainee or progressing operational staff.
- Conductor coordinate operational meetings, toolbox discussions and briefings and ensure relevant regulatory, safety and procedural information is communicated to staff.
- Undertake day-to-day performance supervision of Airport Reporting Officers, including setting expectations, providing feedback, coaching and monitoring performance, and support the Airport Manager and Human Resources in formal performance or disciplinary processes where required.

Senior Aerodrome Operations

- Maintain current senior Aerodrome Reporting Officer, Works Safety Officer and Aeronautical Radio Operator capability and perform those functions when operationally required.
- Provide senior technical oversight and advice for airside operations, aerodrome works, operational restrictions NOTAM requirements, wildlife hazards and other complex operational matters.
- Undertake airside inspections, operational reporting, NOTAM activity, wildlife management and other ARO duties where required for relief, competency maintenance, training, emergency response or where operational circumstances require senior intervention. The position is not intended to routinely form part of the minimum ARO roster.
- Coordinate and oversee airside works and contractor activities within the scope of the role, ensuring appropriate operational controls and regulatory requirements are applied.
- Support incident, emergency and business continuity response and participate in airport emergency exercises and debriefs.
- Monitor operational matters affecting Council remote airstrips and coordinate inspection, compliance or corrective activities as directed by the Airport Manager.
- Ensure routine operational and maintenance deficiencies identified through inspections are appropriately allocated, tracked and closed out. Routine airport maintenance is not a principal responsibility of the position; hands-on maintenance may be undertaken where necessary to address an immediate operational or safety requirement or to provide short-term operational support.

Second-in-Charge and Management Support

- Act as Airport Manager during periods of absence and exercise delegated operational authority within Council policies, procedures and approved delegations.
- Provide specialist operational and compliance advice to the Airport Manager and contribute to operational planning, risk management and continuous improvement.
- Provide support to the Airport Manager with budget, procurement and contract administration matters as required, particularly when acting in the Airport Manager role.
- Liaise with CASA, Department of Home Affairs, airlines, emergency services, contractors, airport users, other government agencies and relevant stakeholders within the scope of delegated responsibilities.
- Prepare reports, briefings, audit responses, compliance updates and other documentation for the Airport Manager and Council as required.
- Promote a professional, service-oriented and safety-focused culture across airport operations.
- Undertake other duties reasonably required within the scope and level of the position.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Substantial demonstrated experience in aerodrome operations, including senior Aerodrome Reporting Officer or comparable operational responsibility.



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- Strong working knowledge of airport operations, regulatory compliance and the practical application of CASA requirements and the Part 139 Manual of Standards.
- Demonstrated ability to coordinate regulatory audits, inspections, evidence, findings and corrective actions.
- Demonstrated ability to develop, review and maintain operational manuals, policies, procedures, plans and registers.
- Demonstrated supervisory capability, including workforce coordination, rostering, competency oversight, coaching and operational leadership.
- Sound knowledge of Safety Management Systems, operational risk management, emergency preparedness and aviation security requirements relevant to regional airport operations.
- High-level written communication and analytical skills, including the ability to prepare clear technical reports, procedures, audit responses and management briefings.
- Strong interpersonal, stakeholder management, conflict resolution and decision-making skills.
- Highly developed planning, prioritisation, attention to detail and record-management skills.
- Ability to exercise sound judgement and remain effective during operational incidents, competing priorities and periods of increased airport activity.

KEY SELECTION CRITERIA

Essential:

- A minimum of five (5) years demonstrated aerodrome operations experience, including substantial recent experience performing Aerodrome Reporting Officer duties in a certified aerodrome environment.
- Demonstrated experience operating at senior ARO, lead ARO, supervisory or equivalent level, with exposure to operational compliance and assurance responsibilities. Candidates with approximately five to ten years relevant aerodrome experience will be highly regarded.
- Demonstrated experience preparing for, coordinating or participating in regulatory audits, inspections and compliance assurance activities.
- Demonstrated experience interpreting aviation regulatory requirements and translating them into practical operational procedures and work practices.
- Demonstrated experience developing, reviewing or maintaining aerodrome manuals, operational procedures, safety systems or other controlled aviation documentation.
- Demonstrated ability to supervise operational staff, coordinate rosters, monitor competency and provide coaching and technical guidance.
- Demonstrated sound judgement, problem-solving and risk-based decision-making in an operational aviation environment.
- High-level written, verbal and interpersonal communication skills, including the ability to liaise effectively with regulators, staff, contractors, airlines and airport users.
- High level of attention to detail and demonstrated ability to maintain accurate, auditable records and manage competing compliance deadlines.
- Ability and willingness to act as Airport Manager during periods of absence and to undertake senior ARO/WSO operational duties when required.

Desirable:

- Certificate IV in Aviation (Supervision), aviation management, safety, auditing, compliance or other relevant tertiary/vocational qualification.
- Formal auditing, Safety Management System, risk management or incident investigation training.
- Experience within a regional RPT airport environment and/or local government airport operation.
- Experience coordinating aerodrome works, technical inspections, emergency exercises or regulatory corrective action programs.
- Experience with aviation security programs and regulatory requirements.



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- Other relevant plant, machinery, firearms, security or operational competencies.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Hold and maintain an unrestricted C class driver's licence.
- ASIC Card & Current First Aid Certificate/CPR
- Hold recognised Aerodrome Reporting Officer training/qualification and demonstrate current competency to undertake ARO responsibilities in accordance with the Part 139 Manual of Standards, the Cloncurry Aerodrome Manual and Council requirements.
- Hold recognised Works Safety Officer training/qualification and demonstrate current competency to undertake WSO responsibilities, including competence appropriate to Cloncurry Airport operations and aerodrome works
- Aerodrome Reporting Officer & Works Safety Officer Certificate – certified by CASA
- Aeronautical Radio Operator Certificate – certified by CASA
- Hold a current First Aid Certificate and CPR qualification or obtain within an agreed period following appointment.
- Firearms Licence Class A & B

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Airport Manager for effective day-to-day coordination of operational compliance, assurance, ARO supervision and the quality of operational records and systems within the scope of the role.
- Provides specialist technical and compliance advice and is expected to identify issues, assess risk and recommend or implement appropriate corrective action within approved policies, procedures and delegations.
- Has authority to allocate operational work, coordinate rosters and direct ARO activities consistent with approved operational requirements and the Airport Manager's direction.
- May direct that unsafe or non-compliant operational activity cease or be modified where immediate action is necessary, with material matters escalated promptly to the Airport Manager.
- Acts as Airport Manager during periods of absence within approved delegations and organisational requirements.
- Exercises initiatives and professional judgement in circumstances where precedents or procedures may not fully address the operational issue, while escalating matters outside delegated authority
- The Airport Manager retains overall management and regulatory accountability for Cloncurry Airport; this position is responsible for coordinating and providing assurance over the operational systems that support that accountability. These responsibilities do not displace any statutory, delegated or formally appointed responsibilities held by the Airport Manager or other nominated responsible persons.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations



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3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date