Safety, Risk and Compliance Coordinator

May 2025

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| Reporting Relationship and Location |
| **Reports to:** | Compliance and Assurance Manager |
| **Team I Business Unit:** | Risk Compliance and Assurance | Safety & Risk |
| Purpose |
| The purpose of the Safety, Risk and Compliance Coordinator role is to support and ensure the safety, risks, and compliance of activities, both provided and managed by Auckland Airport to meet the requirements and obligations of Auckland Airport enterprise compliance and assurance obligations, e.g. our CAR 139, Work Safe NZ legislation, Place of First Arrival (POFA) and BWOF standards. The role also involves in auditing programmes overseeing activities undertaken in the use of Auckland Airport facilities by stakeholders, customers and other service providers and workers, particularly in the apron, terminals and areas immediately adjacent to the terminals.This role is a generalist compliance role requiring a broad understanding of a wide range of safety, compliance risk management, its role and focus may shift and change from time to time as business requirement changes with regulatory compliance requirements applicable to the airport management. |
| **Key Accountabilities** |
| **Safety, Risk and Compliance** | * Ensure that incidents and near misses relating to terminal safety, operational safety in terminals and areas immediately adjacent to the terminals, and Auckland Airport’s operational regulatory compliance matters are investigated, followed up, corrective actions identified, and matters closed out in Risk Manager.
* Act as one of the compliance and assurance system Champions and assist the work of the Compliance and Assurance Manager as required.
* Undertake relevant regulatory assurance activities that support the wider business units as required.
* Undertake compliance and audit activities, checks and education/awareness raising both within the international terminal, on the apron and breezeway area as well as in construction sites airside or adjacent to airside areas with airlines, ground handlers, construction workers, retailers, tenanted areas and Auckland Airport staff.
* Liaise with both internal and external stakeholders to ensure follow up or corrective actions are effective and documented properly.
* Participate in Auckland Airport Compliance Assurance Programme, which can include any of the following activities:
* Monitor the management, storage, sortation and disposal of aircraft waste and airside waste in accordance with biosecurity requirements.
* Monitor Auckland Airport’s pest management programme, particularly around the elimination and control of potential mosquito breeding areas that includes clearance of arriving air containers.
* Conduct fire warden training and trials including providing familiarization tours to fire wardens as requested.
* Maintain and regularly update fire evacuation notices for public and staff to safely evacuate the building and ensure these are replaced as required.
* Conduct fire egress, doors, exits and signage owner checks daily (in conjunction with other Airport Operations and Guest Experience staff) and monthly as required under MBIE Building Warrant of Fitness requirements and assist to facilitate checks of the terminals by independently qualified persons undertaking fire specialist checks.
* Co-ordinate compliance signage according to the regulatory requirements.
* Contribute to the updating and review of relevant manuals including for example Airport Workers Rules, Biosecurity Manuals and International and Domestic Terminal Building Fire Schemes.
* Develop, maintain and engage in effective working relationships across the company and with relevant external groups, contractors and airport stakeholders and present at times at relevant forum meetings.
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| **Health, Safety and** **Wellbeing** | * Role model Auckland Airport’s commitment to “People First” Health, Safety & Wellbeing approach.
* Lead by example, demonstrating and communicating visibly safe work.
* Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement.
* Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing.
* Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.
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| **Financial Responsibilities and Authorities**  |
| **Capital Expenditure** | **Operating Expenditure** |
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| **Staff Designation** | **Maximum Financial Authority** |
| Administration | $5,000 |

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| **Staff Designation** | **Maximum Financial Authority** |
| Administration | $5,000 |

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| **Financial Authority**  |
| * Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader.
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| **Structure Chart** |
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| **Key Challenges** |
| * Ability to be across multiple workstreams and compliance systems and navigate through easily.
* Ability to form good working relationship with various professional and specialists from various areas, especially externals.
* Ability to manage time and prioritise with a proactive approach.
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| **Key Relationships** |
| Internal | Purpose of contact with this person/s |
| * Line managers and staff across all Operations business unit departments, including and esp. Airport Operations, Security and Emergency Services, Engineering Services.
* Line managers and staff in other Auckland Airport departments who manage and/or lease space within the terminals and on the apron (ie. Retail; Commercial Property).
 | * Seen as the point of contact for the relevant work stream corrective action follow up.
* Providing information and reports as required.
* Providing payroll information and reports.
* Providing advice and receiving / providing information and evidence.
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| External | Purpose of contact with this person/s |
| * Managers, designers, contractors, consultants involved in maintenance and construction works, esp. regarding fire evacuation requirements during terminal/apron works.
* Airline staff and ground handling staff working on the apron area.
* Customers and stakeholders present within the terminal buildings, including border agencies, retailers, service providers and tenants.
* Various regulatory and external agencies including; CAA, MPI, other government agencies, local authorities, airlines and airport tenants.
* Consultants, suppliers, contractors and maintenance service providers, particularly those involved in biosecurity and fire systems.
* Project managers and site supervisors of construction works within terminal buildings and on the apron.
 | * Representing the compliance and assurance standards for Auckland Airport.
* Stakeholder engagement champion for Compliance and Assurance team with externals.
* System support and trouble-shooting.
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| **Person Specification** |
| **Qualifications (or equivalent level of learning)** |
| Essential | Desirable |
| * Degree or Certification in safety management systems, compliance auditing, or related fields or equivalent working experience.
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| **Knowledge / Experience** |
| Essential | Desirable |
| * Minimum of 3 years of experience in a safety, compliance, or regulatory function within an airport or similar high-regulatory and compliance required environment.
* Generalist-level working knowledge of all regulatory requirements which are essential for Auckland Airport to maintain its licence to operate (as set out in the *Purposes and Major Challenges of the Role* section above)
* develop a “beyond compliance” mindset throughout an operational community;
* ensure ongoing willing compliance with required standards;
* create a “want” to collaborate for improvement;
* Strong planning and organisational skills, including the ability to juggle conflicting priorities and deliver high quality outcomes in a busy, constantly changing environment;
* Excellent relationship-building skills in particular with frontline workers, middle managers, and external stakeholders, coupled with demonstrated skills as a team contributor who collaborates, communicates and contributes effectively across functional lines;
* Sound business writing and verbal communication skills including well-developed presentation skills, with a bias to transparency and collaboration;
* Able to effectively teach others and impart knowledge clearly and concisely;
* Knowledge of common software suites and systems in use at business environment, e.g. MS systems.
* Strong analytical skills to assess compliance issues and identify effective solutions.
 | * Deep specialist knowledge and experience in one or more of the topics set out in the Role Purpose section above, including demonstrated ability to:
* Minimum 2 to 4 years working in a highly regulated operational environment;
* Proven experience in leading (or participating in a prominent capacity) in high quality incident investigations and audit programmes.
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| **Key Skills / Attributes / Job Specific Competencies** |
| **Level** | **Skill / Attribute / Competency** |
| Working Knowledge (all) | Regulatory Compliance Scheme Examples:Project Management Commercial Acumen |
| **Changes to Position Description** |
| From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport’s work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required. |
| **Sign-Off** |
| **Job-Holder**  | **People Leader**  |
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