

Airfield Safety Officer

This job description provides an indicative outline of the purpose and accountabilities of the role. Specific performance requirements and expectations will be included in annual performance objectives.

Reporting Relationship and Location

Reports to:	Airfield Safety Team Leader
Team/ Business Unit:	Airport Safety and Security Operations

Purpose and Major Challenges of the Role

The Airfield Safety Officer performs a vital function ensuring that construction works on the aerodrome and operational movements of aircraft, vehicles and people are conducted safely and in accordance with all regulatory requirements, and that the risk of overlapping activity is mitigated.

The Airfield Safety Officer group forms part of a wider airfield safety function, which also includes air traffic control tower, apron tower, airfield safety and compliance functions, airfield driver and vehicle licencing, airfield operations, and airfield maintenance. As such, they are an important team within a wider systems of teams and functions that work together to ensure a safe, secure and efficient aerodrome at all times.

Airfield Safety Officers specifically oversee the activities of airfield contractors ensuring that aircraft safety/movement is not compromised by any airfield works being undertaken by AIAL or an approved contracted 3rd party.

In addition, Airfield Safety Officers carry out a range of safety and compliance functions which are specified in Civil Aviation Rule (CAR) Part 139, the Health and Safety at Work Act 2015, Auckland Airport’s Airside Driving and Vehicle Permit Rules and Rules for Airport Workers, as well as certain regulatory inspections required under our Place of First Arrival (POFA) Exposition and Biosecurity requirements.

Role Accountabilities

Actively monitor aviation safety functions on airfield works projects:

- Develop a workable safe plan of operation in conjunction with Contractors agent / works Safety Officer.
- Continually monitor and revise plan to allow operational changes.
- Continuous liaison with Airways Tower, Apron Tower and Contractor.
- Contractors have the ability to work in accordance with agreed method of work plan.
- Contractors can carry out their work in a safe environment.
- All issues are resolved efficiently and effectively by regular contact with customers.
- Reporting and documentation of non-compliances in accordance with current AIAL processes

Ensure compliance with Airside Driving Rules:

- Monitor airfield driving behaviours of AIAL and other operational staff and contractors
- Raise Airside Infringements where necessary
- Coordinate the safe movement of vehicular traffic around the International and Domestic aprons and wider airfield.

- Ensure seamless movement of traffic / contractors around the airfield.
- Safety Escorts of approved vehicles onto and within the airfield
- Continuous liaison with Apron Tower ensuring traffic and aircraft movements do not conflict.
- Ensure all airside drivers and vehicles comply with Airside Driving Rules.

Ensure compliance with biosecurity requirements:

- Working knowledge of POFA requirements
- Biosecurity checks, inspections and audits
- Document and report non-compliances in accordance with current AIAL processes

Facilitate / coordinate special events / large vehicle movements:

- Liaise with Apron Tower and others as applicable (eg. Aircraft Handling Agent, airfield maintenance team leader etc) for event/movement planning as required.
- Control vehicle movements airside as required
- Ensure safe movement of passengers between terminal buildings / bus and aircraft / airfield access checkpoints etc
- Continuous liaison with Apron Tower ensuring vehicle movements and aircraft movements do not conflict.
- Record and report all special events operations as applicable

Stand integrity co-ordination:

- Ensure aircraft stand integrity and compliance between aircraft movements
- Undertake audits of aircraft ground servicing equipment, and if requirement, issue removal notifications to ground handlers.
- Document and report non-compliances in accordance with current AIAL processes

General

- Provide assistance for relevant tasks when requested, which may include assisting Airfield Operations, the Airfield Investigations Lead, Apron Tower or the ASO Team Leader.
- To the extent possible, ensure the health and safety of yourself and other persons including Auckland Airport staff, other operational organisations' staff and contractors, in particular by following all health and safety procedures and ensuring they are followed by others, by reporting all near misses and incidents, and by speaking up about any health, safety or wellbeing concerns.

Dimensions (as appropriate to role eg. revenues, expenditure budget, customer volumes etc)

Typical number of aircraft movements	300-400 per day
Typical value of airfield works projects	\$2m - \$200m

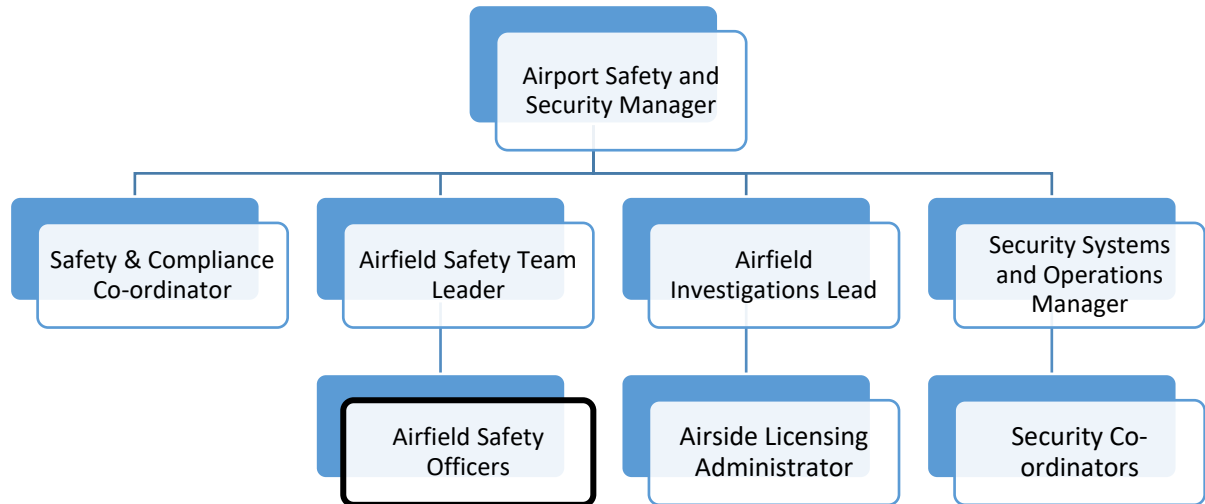
Decision Making Authority

May provide instruction to others to ensure safe airfield operations.
 May escalate non-compliances for further investigation and application of consequences.

Key Relationships

Internal	External
Airfield teams including:	Airfield Contractors
Apron Tower	Auckland Air Traffic Control Tower
Airfield Operations	Border agencies
Engineering Services	Aircraft Handling Agents
Airport Emergency Service	Ground Handlers and other aircraft servicing organisations

Position in Organisation



Qualifications and Experience

Essential

- Minimum NCEA Level 2
- Minimum 2-3 years post-educational work experience
- Well-developed problem-solving skills, including the ability to understand multiple information inputs quickly and make sound judgments and decisions.
- Sound understanding of aviation and airport operations
- Full NZ Drivers Licence
- Stage 1 and 2 Airside Driving Permit
- Principles-based with excellent interpersonal skills, a calm but firm demeanour, and absolute integrity
- Skilled in interpersonal negotiation, conflict management and de-escalation
- Skilled in all core applications in the MS Office suite
- Purpose-led and values-based

Preferred

- Post-secondary qualifications in a relevant field
- Previous aviation operations experience
- Experience in Health and Safety systems and processes