

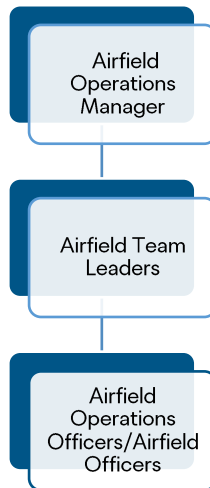
Airfield Officer

April 2023

Reporting Relationship and Location	
Reports to:	Airfield Team Leader
Team Business Unit:	Airfield Operations
Purpose	
<p>The role of Airfield Officer alternates between airfield and apron tower operations. Work priorities may require staff to be allocated a primary and/or secondary airfield or tower responsibility.</p> <p>The job exists to undertake:</p> <ul style="list-style-type: none"> • Planning Gate Allocations • Control of Aircraft & Traffic on International Apron • Authorise Notice to all Airmen (NOTAMS) on the aerodrome • Support Airside operations as required • Carry out airfield inspections 	
Key Accountabilities	
Planning Gate Allocations	<ul style="list-style-type: none"> • Develop a workable plan for allocation of arriving and departing aircraft. • All gate allocation for arriving and departing aircraft meet specifications, gate restrictions and the best use is made of all stands. • Continually monitor & revise plan to allow for off schedule movements. • Liaise with customers, airlines & handling agents. • Ensure airline services meet on time performance criteria. • Report all faults and risks in our reporting systems. • Monitor and interpret weather forecasts and issue warnings when appropriate. • All issues are resolved efficiently and effectively. • Delays and disruptions to airlines on time performance are minimised.
Control of Aircraft and Traffic on International Apron	<ul style="list-style-type: none"> • Coordinate the safe movement of aircraft in and around the International Apron and airfield. • Authorise Notice to all Airmen (NOTAMS) on the aerodrome. • Coordinate the safe movement of vehicular traffic around the International Apron and airfield. • Continuously liaise with Air Traffic Control for the safe and effective transfer of control to arriving/departing and taxiing aircraft. • In event of Air Traffic Control Tower evacuation act as 'ears & eyes for Christchurch Approach Control.

	<ul style="list-style-type: none"> • All necessary statistics and information are recorded in the CGS systems. • Authorise engine runs requested by Airlines.
Airfield Operations	<ul style="list-style-type: none"> • Carry out Mobile Airfield Patrol in compliance with CAA standards. • Carry out Low Visibility Operations (LVO) lighting inspection and other airfield lighting to ensure compliance with CAA standards. • Authorise Notice to all Airmen (NOTAMS) on the aerodrome. • On scene Airfield Liaison in Airfield emergency incidents. • Supervise engine runs requested by the Airlines. • Control bus movements Airside. • Police road areas Airside. • Issue driving infringement notices when required. • Coordinate the safe movement of vehicular traffic around the International Apron and airfield. • Carry out airfield inspections. • Monitor and liaise with Airfield Safety officers to enable them to facilitate projects in a safe environment. • Oversee all Method of Work Plans to ensure compliance.
Contribution to the Airside Operations Team	<ul style="list-style-type: none"> • Develop and maintain supportive working relationships with Airside team colleagues. • Develop and assist with initiatives designed to improve systems and procedures. • Cover for the Airfield Team Leader in their absence if required. • Carry out project work or assist with projects when required. • Be willing to assist where required with tasks, etc., outside the above guidelines.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • 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.
Financial Responsibilities and Authorities	
Financial Authority	
<ul style="list-style-type: none"> • Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader. 	

Structure Chart



Key Challenges

- Prepare, revise and manage effective workable stand allocation plan to optimise stand usage
- Safe and efficient co-ordination of aircraft and vehicular traffic around the International Apron
- Dealing with airfield emergencies and incidents
- Support and motivate staff and ensuring they are working productively

Key Relationships

Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> • Auckland Airport 	Examples: <ul style="list-style-type: none"> • Providing payroll information and reports • Providing advice and receiving / providing information
External	Purpose of contact with this person/s
<ul style="list-style-type: none"> • Airlines • Airline Handling Agents • Airways • Government Agencies • Members of the public • Contractors 	<ul style="list-style-type: none"> • Day to day operations • Compliance

Person Specification

Qualifications (or equivalent level of learning)	
Essential	Desirable
<ul style="list-style-type: none"> • Previous aviation qualification or bachelor's degree 	<ul style="list-style-type: none"> • NZQA Certificate in Airfield Operations
Knowledge / Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Three years Aviation industry experience • Aviation Technical knowledge • Interpersonal Skills • Computer Skills • CAA Part 139 • Good level of written and verbal communication 	<ul style="list-style-type: none"> • Flight Radio Telephone Operator Rating • Previous Airport Operations experience • Previous aviation experience
Key Skills / Attributes / Job Specific Competencies	
Level	Skill / Attribute / Competency
<u>Examples:</u> Expert Level Working Knowledge Advanced Developing	<u>Examples:</u> Excel Remuneration policies and practices Project Management Commercial Acumen
Values	
<p>Whiria te tangata. Our values weave us together. They're what we stand for, who we are and how we act.</p>	
<p>All in <i>Tātou tātou</i></p>	<ul style="list-style-type: none"> • People first • Seek understanding • Acknowledge others • Empathise and support • Diverse & inclusive
<p>Know How <i>Kōkiri Tahi</i></p>	<ul style="list-style-type: none"> • Explore and solve together • Curious and open • Bring your voice & share your skills • Unite and collaborate • Right people in the room
	<ul style="list-style-type: none"> • Challenge yourself • Take pride

<p>Let's Go <i>Karawhiua</i></p>	<ul style="list-style-type: none"> • Act with intent and integrity • Keep your word • Deliver excellence
<p>Changes to Position Description</p>	
<p>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.</p>	
<p>Sign-Off</p>	
<p>Job-Holder</p>	<p>People Leader</p>
<p>Print Name: _____ Sign: _____</p>	<p>Print Name: _____ Sign: _____</p>