

Accountability, Leadership, Unity, Trust, Pride & Safety

AERODROMES AND AIRPORTS SAFETY COMPLIANCE OFFICER

Permanent / Full Time
Location – Whitsunday Coast Airport
Base salary starting $107,691 per annum
Plus Locality Allowance + Superannuation

The Whitsunday Regional Council is situated at the heart of the Great Barrier Reef. The region encompasses the 74 tropical Whitsunday Islands, the coastal towns of Cannonvale, Airlie Beach, Jubilee Pocket, Shute Harbour and Bowen along with the rural towns of Proserpine and Collinsville. The Whitsunday region offers a dynamic environment and is perfectly placed to live, work, play and invest.

Lead Compliance. Drive Safety. Support the Growth of Aviation in the Whitsundays.

Whitsunday Regional Council is seeking an experienced and motivated Airport Compliance & Operations Coordinator to lead the compliance, safety and security functions across the region's airport network, including Whitsunday Coast Airport (Proserpine), Bowen Aerodrome, Collinsville Aerodrome and Mt Coolon Aerodrome.

This is a unique opportunity to play a critical role in ensuring Council's airports operate safely, securely and in full compliance with aviation regulations while supporting future growth and development. Working closely with operational teams, regulators, emergency services and industry stakeholders, you will help shape the future of aviation within the Whitsunday Region.

About the Role
Reporting to the Operations Manager, you will be responsible for overseeing airport compliance systems, safety and security programs, operational documentation and regulatory engagement across Council's airport operations.

Key responsibilities include:

- Leading aviation compliance activities to ensure adherence with CASA, Department of Home Affairs and other relevant aviation regulatory requirements.
- Developing, reviewing and maintaining critical airport documentation including:
  - Aerodrome Manual
  - Safety Management System (SMS)
  - Airport Emergency Plan
  - Transport Security Program (TSP)
  - Wildlife Hazard Management Plan
  - Standard Operating Procedures and related operational documentation
- Acting as the Airport Security Contact Officer and primary liaison for aviation security matters.
- Managing internal and external audits, inspections and compliance reviews.
- Coordinating corrective actions and continuous improvement initiatives arising from audits, incidents and regulatory changes.

- Supporting safety management activities, including investigations, risk assessments and safety promotion.
- Building strong relationships with regulators, emergency services, airlines, tenants, contractors and key stakeholders.
- Ensuring airport operational procedures are effectively implemented through training, communication and monitoring programs.
- Providing expert compliance and operational advice to airport stakeholders and leadership teams.
- Assisting with planning and infrastructure initiatives to support future airport growth and operational capability.
- Monitoring compliance programs and operational budgets within delegated responsibilities.

About You

We are looking for a highly organised professional with strong aviation compliance, safety or airport operations experience who enjoys working in a dynamic and highly regulated environment.

Essential

1. Current C Class Driver's Licence and ability to obtain an Airside Driver Authority (ADA).
2. Experience in airport or aviation operations, including airside and landside environments.
3. Comprehensive knowledge of relevant aviation regulations and standards (CASRs, MOS, TSP etc.).
4. Ability to obtain and maintain an Aviation Security Identification Card (ASIC).

Desirable

1. Certification or qualification in Airport Safety and Security eg, Aerodrome Reporting Officer (ARO) & Works Safety Officer (WSO) certifications.
2. Previous leadership or supevisory experience in an airport operations environment

What Council Offers:

- 9 Day Working Fortnight
- 5 Weeks Annual Leave per annum
- 15 Days Personal Leave per annum
- 17.5% Annual Leave Loading
- 12% Superannuation Guarantee
- Annual Locality Allowance
- Salary Sacrifice Opportunities
- Learning and Development Opportunities
- Employee Assistance Program (EAP)

How to Apply:

To view the position description please click on the job attachments tab above. To apply, click the 'Apply' button above. For any further information regarding this role, please contact a member of our Human Resources Operations team on (07) 4761 3613.

Council is committed to providing a healthy work environment for individuals working, visiting or conducting business at Council workplaces and is transitioning to a Smoke Free Workplace.

Council practices Equal Employment Opportunities and Workplace Health and Safety Principles.