

Position Description

Airport Screening & Operations Officer

<i>Directorate</i>	Development & Regulatory Services
<i>Department</i>	Airport Services
<i>Job Family</i>	Officer, Coordinator, Supervisor
<i>Reports to</i>	Passenger Screening & Security Compliance Supervisor
<i>Direct Reports</i>	Nil
<i>Location</i>	Onslow, WA
<i>Industrial Instrument</i>	Shire of Ashburton Industrial Agreement 2026
<i>Classification</i>	Level 4

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing
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About the Role

Role Objective / Purpose

The Airport Screening & Operations Officer is primarily responsible for conducting passenger and baggage screening in accordance with aviation security legislation, regulatory requirements and airport procedures. Screening functions represent the principal focus of the role and are critical to maintaining the safety, security and compliance of airport operations.

When not undertaking screening activities, the position contributes across a broad range of Airport Services functions, including Aerodrome Reporting Officer (ARO) support, customer service, airport administration, maintenance coordination, grounds



maintenance and general operational activities to ensure airport facilities, infrastructure and services are maintained to a high standard.

Key Role Outcomes

- Deliver aviation security screening services in accordance with aviation security legislation, regulatory requirements, and airport procedures.
- Ensure the safety, security, and integrity of passengers, staff, aircraft, and security-sensitive areas through effective and compliant screening practices.
- Maintain required screening competencies, accreditations, licenses and security clearances to meet regulatory and operational obligations.
- Contributes to the achievement of airport security, operational and customer service standards through professional interactions with passengers, staff and stakeholders.
- Support Aerodrome Reporting Officer (ARO) functions,
 - Including airfield inspections, wildlife hazard management, hazard identification and reporting where appropriate trained and authorised.
- Support airport operations through airside grounds maintenance, facility presentation, contractor coordination, maintenance monitoring and general operational activities.
- Provide administrative support including record keeping, reporting, data entry, purchasing activities and maintaining operational documentation.
- Contribute to business continuity and workforce resilience through a flexible and multi-skilled approach to airport service delivery.
- Identify and report safety, security, operational and maintenance issues and contribute to their timely resolution.
- Respond to operational incidents and emergencies in accordance with airport procedures and business continuity requirements.
- Contribute to business continuity and workforce resilience through a flexible, multi-skilled approach to airport service delivery.

Work Duties

The position works as part of an integrated Airport Services team and is required to support a broad range of airport activities. Employees are expected to work cooperatively with and take reasonable operational direction from authorised officers responsible for the coordination and delivery of airport operations.

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes and set expectations. All employees are required to have a flexible approach to their



work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
Accountability	Advanced: Manages and plans own work but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities, and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.



Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	Intermediate: Required to influence and lead a small team or functional area. Leadership by oversight, supervision, and participation.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Advanced: Solve problems where there is a lack of definition requiring analysis of a number of options, including new problems outside developed or learned skills and knowledge.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Communications Skills	Intermediate: Business level written, and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use



standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters.

Equipment Operation

Advanced: Operates specialised ride-on equipment which requires an appropriate licence and specific training.

Report Writing

Intermediate: Undertake initial or straightforward drafting of reports, submissions, or non-standard correspondence.

Administration Skills

Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.

Policy and Procedure Development

Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Driver's Licence.
- Current National Police Clearance (within 6 months of commencement).
- Ability to successfully pass drug and alcohol screening and medical assessments.
- Ability to obtain and maintain an Aviation Security Identification Card (ASIC).
- Certificate II in Security Operations or Certificate II in Transport Security Protection, or willingness to complete employer-provided training.
- First Aid Certificate (or ability to obtain and maintain).
- Ability to obtain Aerodrome Reporting Officer (ARO) accreditation (desirable).

Experience, Skills, Knowledge Required of Role

- Experience delivering customer service in a regulated or operational environment.
- Demonstrated ability to work effectively both independently and as part of a team.
- Strong verbal communication and interpersonal skills.
- Ability to maintain concentration and attention to detail for extended periods.
- Experience undertaking operational, maintenance, cleaning, facilities, or administrative duties.
- Sound computer skills including Microsoft Office applications.



- Ability to adapt to a diverse range of operational tasks and changing priorities.
- Knowledge of aviation security, airport operations, or local government environments (desirable).

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

