

Senior Reporting Officer (Portland Airport) (Part-Time)

We are seeking to appoint an experienced person, who has an understanding of airport operations and the aviation industry, to the part-time (35 hours a week) position of Senior Reporting Officer.

The successful candidate will be responsible for providing an efficient and professional service to Council's Airport by ensuring that the facility is safe for use by the general public and the aviation industry and for the supervision of staff. Effective communication and literacy/numeracy skills are essential as well as current driver's licence and the ability to work independently.

The successful applicant must demonstrate knowledge of the relevant Civil Aviation Authority regulations and reporting requirements as well as satisfy Police and Security Agency checks to qualify for an Aviation Security Identification card (ASIC) and meet the requirements of the Civil Aviation Safety Authority's Drug and Alcohol regulations. This position will require the successful completion of an Airport Reporting Officer course, a Works Safety Officer course and a Security Officer training course.

An Information Pack is available from the Portland Customer Service Centre on 03 5522 2200, via e-mail at employment@glenelg.vic.gov.au or the Council's website at glenelg.vic.gov.au.

Enquiries should be directed to Luke Rogers on 0417 563 092. Applications close at 2 PM on Friday 11 December 2009.