



## Movement Monitor and Administrative Support Officer – Sydney Tower

Position Detail			
<b>Reports To</b>	Line Leader – Sydney Operations	<b>Group</b>	Air Navigation Services
<b>Classification</b>	ASA 4	<b>Location</b>	Sydney Tower
<b>Reports – Direct Total</b>	Nil		

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry. Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace. Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

### Primary Purpose of Position

Sydney Airport has a "Movement Cap" which restricts the number of movements (take-offs and landings) per rolling hour. During identified busy periods where the Movement Cap is threatened, the Movement Monitor provides an administrative function that maintains an accurate track of aircraft movements and alerts air traffic controllers when a particular trigger point is reached. This allows the controllers to then manage the remaining movements in the rolling hour so as not to exceed the movement cap.

The role involves using a headset to listen to air traffic controller and pilot transmissions, observing surveillance equipment and using visual and audio cues of aircraft on and in the vicinity of the aerodrome and particularly the runways to maintain a series of running totals of aircraft movements.

Training duration may vary depending on the experience of the candidate.

In addition to the Movement Monitor duties, the successful candidate will be required to assist in a range of administrative duties related to the efficient delivery of Air Traffic Services by Sydney Air Traffic Control.

### Accountabilities and Responsibilities

#### Position Specific

- Ensure the ATC Tower Shift Manager (or other ATC staff) is advised when the Movement Cap may be exceeded.
- Provide dynamic recording of the movement numbers at Sydney Airport, and provide this information on demand to the ATC Tower Shift Manager (or other ATC staff).
- Provide accurate and timely data entry and creation of custom forms in Microsoft Excel, Word, or other programs as required.

- Provide post operational summary reports on a daily, monthly and quarterly basis for the Long Term Operating Plan, Curfew and movement cap requirements.
- Provide the following administrative support to staff within Sydney tower:
  - rostering, payroll, licensing endorsement, documentation updating and medical monitoring support services including managing day-to-day administrative issues
  - Provide accurate and efficient administrative support using Microsoft Office, SAP and Quintiq and other corporate information and transaction processing systems
  - Investigate and resolve pay queries, and input Time and Attendance and other transactions into relevant operating systems
  - Assist the Tower Shift Manager with staff replacements, ensuring the most cost effective and operational results are achieved
  - Complete general administrative duties including filing, photocopying, arranging travel requirements, internal/external mail and the distribution of communications to personnel and the ordering of office supplies
- Assist the Sydney management team with specialised tasks and projects as directed.

#### People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.

#### Compliance, Systems and Reporting

- Plan and schedule administration requests received to meet deadlines.
- Plan and schedule Movement Monitor duties with other Movement Monitors to ensure operational coverage as required by the Tower Shift Manager and/or the Sydney management team.

#### Safety

- Demonstrate safety behaviours consistent with enterprise strategies

### Key Performance Indicators

#### Efficient, Effective and Accountable

- Accuracy of data recorded.
- Timely delivery of data reports to the Network Coordination Centre.

#### Commercial

- Deliver administrative services on time and with compliant with Airservices processes and procedures.

#### Safety

- Compliance with safety, risk, environmental and any other standards

### Key Relationships

- Sydney Tower ATC – Support and provide detailed information in an operational environment.
- Sydney Operations ATC Line Mangers – Reporting and administration
- Network Coordination Centre – Provide information in a timely fashion on a daily basis.

### Skills, Competencies and Qualifications

#### Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others

- Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

#### **Delivering Results and Meeting Customer Expectations**

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

#### **Adhering to Principles and Values**

- Upholds ethics and values
- Demonstrates integrity
- Promotes and defends equal opportunities, builds diverse teams
- Encourages organisational and individual responsibility towards the community and the environment

#### **Following Instructions & Procedures**

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

#### **Presenting & Communicating Information**

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

### **Performance Standards and Behaviours**

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.