



Senior Reporting & Secretariat Specialist ASA-7A OneSKY & Aerospace Program

Position Detail			
Reports To	Strategic Advisor – OneSKY & Aerospace Transformation	Group	Service Delivery – OneSKY & Aerospace Transformation – Strategic Advisor
Budget Accountability	Nil	Location	Brisbane/ Melbourne/ Canberra
Delegations:	Nil	Reports:	Nil

Organisational Environment

Airservices Australia is a government owned organisation that provides safe, secure, efficient and environmentally responsible services to the aviation industry. Each year, Airservices provides air navigation services across 11 per cent of the world's airspace, managing over four million aircraft movements and carrying more than 154 million passengers. With two major operating centres in Melbourne and Brisbane and a corporate office in Canberra, Airservices operates 29 air traffic control towers at international and regional airports and provides aviation rescue firefighting services at 26 Australian airports.

Working at Airservices Australia brings a variety of benefits. We operate in a critical sector of the aviation industry within a fast-paced and dynamic industry, guided by world-class technology. In our industry, continual professional development and training opportunities are front and centre. This includes technical training, leadership development, and career progression pathways. We offer competitive compensation and provision of salary packaging, including flexible work arrangements.

This is an exciting time to join Airservices, with opportunities to learn and grow as we continue to enhance the efficiency, capacity, and safety of airspace operations. Are you passionate about the aviation industry and eager to work on key projects shaping the future of flying in Australia?

Our OneSKY and Aerospace team are building Australia's new advanced air traffic management system, redesigning our skies, supporting aerodrome expansion, and taking advantage of the latest technologies to optimise the safe and efficient use of airspace.

Primary Purpose of Position

As the Senior Reporting Secretariat Specialist, you will be working as part of a joint program team with both Airservices and Defence personnel in the OneSKY & Aerospace program. You will work closely with the other Reporting Coordinator/s, Strategic Advisor and the OneSKY & Aerospace Leadership team to deliver the required reports on time and to agreed standards. These reports are a vital tool in allowing leaders to make decisions to improve the delivery of the Program.

The role adds value by providing effective, consistent, accurate and timely reporting across all levels of the organisation, including up to the Airservices Board of Directors, as well as to Defence, Government, Civil Aviation Safety Authority, and other key stakeholders.

You will form an integral part of the OneSKY & Aerospace Program as a high-performing and accountable member of the team, and continue to deliver Airservices record of Safety, Environmental, WHS, Risk and Compliance excellence.

Accountabilities and Responsibilities

Position-specific

- Lead and take responsibility for maintaining the OneSKY & Aerospace reporting cadence ensuring reports and forums are sequenced correctly in accordance with the governance requirements of the Program.
- Guide the development, implementation and continuous improvement of a Program Reporting Framework for the OneSKY Program, that adapts and changes to meet Program governance requirements.
- Liaise and influence key stakeholders across the Program and wider business to ensure timely and accurate responses are provided to reports, briefs and other papers as required.
- Collect and collate data in order to design and prepare regular and ad hoc reports to support the Program objectives, including high-level governance forums.
- Prepare and provide consistent, timely and accurate reports using appropriate tools, preparing graphs, and other artefacts to illustrate forecast requirements, activities, or other matters in relation to program performance. Ensure that the data in the reports is consistent and aligned with the data contained in the source locations.
- With the Risk Officer, ensure that reported risks and issues that could potentially impact the performance of the OneSKY Program are appropriately reported.
- Updating and maintenance of reporting information including dashboards and other artefacts.
- Promote adopted program reporting practices. Discuss and incorporate improvements through a consultative process with stakeholders.
- Own the ongoing development and improvement of the reporting framework elements allocated to the role.
- Perform the Secretariat functions for multiple Chief/ Executive-level governance forums with Capability Acquisition and Sustainment Group (CASG), Royal Australian Air Force Headquarters and Contractor– e.g.
 - Scheduling and administration of the higher-governance forums.
 - Preparation/ compilation/ distribution of documentation (e.g. Agenda, Reports, Minutes, Actions etc.).
 - Out of session coordination/ follow-up for actions and report updates
 - Processing reviews/ endorsements/ approvals with Chief/ Executive levels.

People

- Build and maintain effective relationships with Airservices, Capability Acquisition and Sustainment Group (CASG), Royal Australian Air Force Headquarters and Contractor personnel to ensure effective co-ordination of all activities in support of program objectives.
- Contribute to the planning and organisational activities across the OneSKY & Aerospace Program and the broader Airservices and Defence reporting environment.

Systems and Reporting Compliance, Reporting

- Conform to enterprise governance systems and policies, including safety, environmental, work health and safety, risk and compliance.

Safety

- Demonstrate behaviours consistent with enterprise strategies, and in accordance with work health and safety accountability requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Builds and maintains effective relationships at strategic and working levels.
- Takes responsibility for actions, outcomes and people

- Achievement of OneSKY & Aerospace objectives.

Commercial

- Supporting the branch budget and performance targets.

People

- Maintain an effective relationship with Airservices, Defence and Contractor personnel and senior leadership to ensure effective co-ordination of all activities in support of program objectives.
- Undertake training and development opportunities to help build a high-performing team, supported by opportunities for capability improvement.

Safety

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

Key Relationships

- Service Delivery Leadership Team
- OneSKY & Aerospace Leadership Team
- OneSKY & Aerospace Delivery & Operations Teams
- Finance - ensure engagement with the procurement framework members to ensure appropriate compliance with policies and procedures.
- Defence departments – Capability Acquisition and Sustainment Group (CASG) and Royal Australian Air Force Headquarters.
- Contractor personnel
- All personnel - leverage relationships across the community to build knowledge and identify better practice processes/ reports.

Skills and Competencies

- Demonstrated ability to manage high workloads, set priorities, meet deadlines and work effectively and flexible to changing circumstances and priorities
 - Demonstrated experience in developing simple to complex reports for a variety of audiences and purposes for large-scale Programs
 - Demonstrated experience in performing secretariat functions for structured Chief/ Executive level governance forums
 - Mature knowledge of and strong experience in the application of Program and Project compliance monitoring and reporting
 - Business or quality management qualification preferably with supporting experience is desirable
 - Project Management qualification preferably with supporting experience is desirable
 - High level of attention to detail in the development and production of reports and other artefacts
 - Demonstrated ability to establish strategic relationships to deliver outcomes
 - Proven ability to achieve objectives in a complex commercially focussed environment
 - Ability to develop and present innovative solutions and influence outcomes.

Security Clearance

- Baseline [PROTECTED]

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices 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.