



Site Manager

Position Detail

Reports To	Senior Project Manager	Group	OneSKY
Classification	MRP 1	Location	Melbourne and Brisbane
Reports – Direct Total	None		

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 with a regional centre in Perth and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports and provide aviation rescue firefighting services at 27 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

The OneSKY Australia Program is responsible for the planning, development and implementation of Airservices next generation services including the future civil-military air traffic management system (CMATS) through the Program – a joint activity with the Department of Defence.

The Site Manager works as part of a joint team combining Airservices and Department of Defence personnel. The role will be responsible for managing and coordinating multiple contractors, suppliers, consultants and internal Airservices staff on site in the delivery of the construction and/or refurbishment of infrastructure and facilities that support the introduction of the new Civil Military Air Traffic System (CMATS). This includes the management of the site in line with Federal and State WHS and environmental legislation and the management of Operational Safety in line with Airservices Policies.

You will form an integral part of the OneSKY Australia Program team; be high-performing and accountable; and continue to deliver Airservices record of safety excellence.

Accountabilities and Responsibilities

Position Specific

- Coordinate activities between multiple contractors (construction / repair / maintenance) on site, function as single point of contact between contractors working across multiple business groups and internal stakeholders including internal engineering and technical staff. Ensure contractor access is approved, controlled, authorised and that all required permits, plans and permissions are in place before works commence.
- Ensure Operational awareness of all works on site every day, ensure all works on the National Airways System is authorised by Operations and has the appropriate Works Plans raised by the responsible Business Group in place.
- Verify contractors' identity with Security and Project Manager, act as an escort for contractors on selected small/one day jobs or site inspections. Ensure contractor have correct passes to work on site.
- Undertake site inductions and toolbox talks where necessary, check all contractors have completed the AsA online induction prior to attending site.
- Understand WHSMPs / SWMS and the triggers for them being required. Understand the Airservices review process for WHSMPs and SWMS. Review and approve the WHSMP/SWMS and assure that the WHSMP/SWMS have been sighted by the WHS specialist or third party certifier (as appropriate).
- Carry out daily site inspections. Overview/check/advise on-site for WHS / Environmental / Construction matters from the contractor and ASA stakeholders on-site as they arise. Monitor contractor's WHS onsite performance. Order the contractor to cease activity if unplanned, inappropriate, or deemed unsafe.
- In cases of contractor noncompliance, liaise with security and escort from site. Complete documentation recording non-compliance and follow up with Project Manager or responsible manager.
- Liaise with Contractors, Facilities staff and Security to manage all materials deliveries to site. Ensure deliveries are booked in and that responsible recipient is on hand to receive and manage delivery.
- Attend and advise Hazard Identification Workshops, Risk Assessments and aid in the drafting of risk acceptance documentation. Attend national Co-ordination Group meetings to brief Operations Management on relevant upcoming works.
- Ensure contractor compliance with Air services Environmental management systems
- Carry out fire panel isolations and deisolation's in line with Air services policy
- Available to work after hours and weekends when required

People

- Maintain an effective working relationship with all contractors visiting site and other Airservices staff to ensure there is effective coordination of all activities in support of organisational objectives.
- Liaise with key business stakeholders to ensure awareness of planned and in progress works.
- Liaise, where necessary with third party stakeholders (Melbourne Airport / Federal Building Controller etc.) to consult / inform / request permissions for works to commence.
- Ensure that planned work on National Airways System is actively managed, including coordination of resources where applicable.
- Ability to manage conflicts in a timely and professional manner

Compliance, Systems and Reporting

- Compile evidence to support the safe implementation of site works, including for a regulated systems commissioning, where required;
- Assist in the establishment, activation and monitor progress of Works Plans;

Safety

- Demonstrate safety behaviours consistent with Airservices Policy and Federal / state legislation;
- Maintain a regular site presence to establish a strong safety culture and awareness of Airservices operations that influences contractors conducting works;
- Identify WHS risks and Operational Safety considerations during planning and conduct of works;
- Participate in or contribute to hazard reviews, assessments and safety reports relevant to Air Traffic Management systems;
- Ensure contractors are suitably inducted and all works are conducted safely in accordance with Airservices procedures.

Key Performance Indicators

Efficient, Effective and Accountable

- Builds and maintains effective working relationships
- Takes responsibility for actions and outcomes
- Identifies and organises resources needed to accomplish tasks
- Maintains a customer focus when delivering outcomes.
- Produces documentation to trace management of contractors, produces WHSMP/SWMS where necessary. Keeps records of all safety related activity for auditing purposes.
- Management of all contractors / consultants / internal staff on site in a co-ordinated and safe manner.

Key Relationships

As a member of the OneSKY Infrastructure Team your key relationships will include:

- Senior Project Manager, Southern Infrastructure and the members of the OneSKY Infrastructure team
- Internal Stakeholders, including:
 - Business Managers for Asset Planning and Development (BMLP's & BMLD)
 - Operational leads / Safety and Environmental Managers.
 - System Technical Authorities (SysTA)
 - Technical Services Officers
 - Facilities Managers
 - Senior Managers and Line Leaders of business units impacted by project activities
- External Contractors and consultants engaged for works
- External authorities, such as:
 - Melbourne Airport Planning office
 - Airport Environment Officer
 - Airport Building Controller

Skills, Competencies and Qualifications

Essential

- Demonstrated background and experience in site or CBD building management at senior management level.

- Demonstrated ability to take ownership of tasks and work as a member of a dynamic team, including ability to work under limited direction to achieve positive outcomes;
- Demonstrated experience in stakeholder and vendor management;
- Demonstrated experience in Safety planning Workplace Health and Safety (WHS) i.e. relating to safe work sites;
- Demonstrated experience in conduct, or management of site works.

Highly Desirable

- A tertiary qualification in Construction / Construction Management / Building Cert 4
- Demonstrated experience in working with Project Teams, Stakeholders, Contractors, Architects, Engineers, Builders and other consultants to ensure project requirements are met;
- Demonstrated experience as a site / building manager, including the production of documents associated with safety management activities;
- Demonstrated experience in managing or participating in construction / refurbishment delivery projects;
- Strong oral and written communication skills, as well as experience with documentation and report writing.

Security Clearances

- Must be an Australian Citizen
- Must be able to achieve and maintain an Australian Government National Security Clearance at the required level (Baseline)

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.