



Aeronautical Information Specialist (Editorial)

Position Detail

Reports To	AIS Service Delivery Manager	Group	Information Management and Data Services
Classification	AsA6	Location	Canberra
Reports – Direct Total	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 towers at international and regional airports, and provide aviation rescue fire fighting services at 26 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

As an Aeronautical Information Specialist (Editorial) within the AIS Unit, you will ensure that aeronautical data is published in compliance with ICAO, CASA and Airservices technical and safety standards and that upon delivery to the end user it is verified, timely and accurate to the required resolution.

You will form an integral part of the AIS Unit in a regulated high performing and accountable team, and continue to contribute towards delivering Airservices record of safety, environmental, WHS, risk and compliance excellence.

Accountabilities and Responsibilities

Position Specific

- Process and coordinate aeronautical publication changes in the AIP product suite
- Production and distribution of key components of the AIP product suite
- Follow all documented processes to ensure the integrity of aeronautical publications and compliance with CASR Part 175 and ICAO standards
- Coordinate with team members and external change proponents as required
- Coach and support less experienced team members as required
- Assist in project work where required

People

- Maintain effective working relationships with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Support your high performance team with an emphasis on growth, learning and enabling others by sharing your knowledge and using your skills

Compliance, Systems and Reporting

- Ensure compliance with enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance

Safety

- Demonstrate safety behaviours consistent with enterprise strategies
- Support the safe provision of air navigation services through keeping up-to-date with all issues, development and technical matters affecting the way you complete your duties.

Key Performance Indicators

Efficient, Effective and Accountable

- Question and reject incomplete, inaccurate and/or unverified change requests
- Ensure outputs are produced and delivered on time as per the unit distribution schedule and other timelines
- Operate systems and report system faults in accordance with documented procedures
- Published error rate trending to zero

Commercial

- Meeting Branch budget targets

Safety

- Demonstrate behaviours required for Safety Sensitive Aviation Activity as defined in the Civil Aviation Safety Regulations
- Demonstrate safety behaviours and actions consistent with all published procedures and instructions.
- Proactive participation in the identification and reporting of Safety related issues

Key Relationships

- AIS Service Delivery Manager – to achieve team objectives
- AIS Unit employees – to achieve unit objectives
- Stakeholders (internal and external) – provide advice and information as requested
- Team members – support those with less experience or high workloads

Skills, Competencies and Qualifications

- Strong written and verbal communication skills
- Strong numerical skills
- Knowledge and understanding of aeronautical terminology, demonstrated to equivalent of CASA Basic Aeronautical Knowledge (BAK) level
- Demonstrated aptitude and ability to work to deadlines
- Demonstrated aptitude and ability to follow detailed procedures in a highly regulated safety environment
- Demonstrated aptitude and ability to accept responsibility for personal performance and development

- Knowledge of ICAO Annex 15 and Doc 8126
- Experience in the use of the Adobe product suite, including FrameMaker, Illustrator, InDesign and Photoshop

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.