

Operational Risk and Assurance Data Analyst

Position Detail

Reports To	ANS Operational Risk & Assurance Manager (ORAM)	Group	Air Navigation Services (ANS)
Classification	ASA 4	Location	Melbourne or Brisbane
Reports – Direct Total	0		

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 140 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 firefighting services at 26 Australian airports.

Primary Purpose of Position

As **Operational Risk and Assurance Data Analyst** you will be primarily responsible for performing analysis and coding of ATS Occurrence data for use in the newly developed barrier model operational risk assessments. You may also be required to assist in other data analysis tasks and the development of databases, automation of routine tasks in line with your skills and experience.

Accountabilities and Responsibilities

Position Specific

- Perform all data analysis and coding duties to enable the population of the new barrier model operational risk assessments for Air Navigation Services (ANS).
- Support with the development of databases, automate routine tasks and assist in other data analysis tasks as assigned by the Operational Risk and Assurance Manager (ORAM)
- Support the Operational Risk and Assurance (OR&A) unit in the collation and publication of regular OR&A reports.
- -Support with the coordination and scheduling of tasks as assigned by the Operational Risk and Assurance Manager (ORAM)

People

- Develop and maintain trusting relationships with key internal and external stakeholders to ensure open and effective communication.
- Work collaboratively in a team environment to ensure organisational objectives are met according to Airservices values of Courage, Excellence, Inclusion, Cohesion and Initiative

Compliance, Systems and Reporting

- Support the ANS Operational Risk & Assurance unit's compliance with the requirements of AA-PROC-SAF-0040 (Air Traffic Services Occurrence Management), AA-NOS-SAF-0001 (Risk Management Standard), AA-NOS-SAF-0006 ([Safety Risk Management and Control Modelling Requirements](#)) and AA-NOS-SAF-0104 (Safety Change Management Requirements)
- Support the OR&A unit in the collation and publication of regular OR&A reports.

Safety

- Demonstrate safety behaviours consistent with enterprise strategies

Key Performance Indicators

Efficient, Effective and Accountable

- Timely response to stakeholder requests for safety related support services
- Deadlines met with regards to safety reporting as requested by the ORAM
- Barrier model schedule kept up to date

Safety

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

Key Relationships

- ANS Operational Risk & Assurance Manager (ORAM)
- ANS Operational Standards & Assurance Manager (OSAM)
- Chief Air Traffic Controller (CATC)
- All other ANS OSA staff
- Safety & Assurance units
- ANS Group ATC Management and staff

Skills, Competencies and Qualifications

- Previous experience as an Air Traffic Controller (ATC) is highly desirable.
- Sound understanding of the Air Traffic Control regulations and operating requirements is highly essential.
- Hold, or studying towards a recognised university academic degree in the Engineering discipline is desirable.
- Previous experience with the Corporate Integrated Risk & Reporting Information System (CIRRIIS) is desirable.
- Highly developed reporting and analytical skills
- Ability to work in a time critical environment where the ability to achieve outcomes that are timely whilst also being of an acceptable standard is the overarching priority
- Demonstrate sound interpersonal skills that enable collaboration and build effective networks of contacts inside and outside the organisation
- Work collaboratively with team members to develop and maintain positive relationships
- High level of computer literacy with Microsoft Office applications
- Demonstrate ability to write clearly, succinctly in a well-structured and logical way with minimal errors or reworks.
- Demonstrate strong attention to detail
- Structure information to meet the needs and understanding of the intended audience
- Proven ability to manage competing priorities and adjust to changing work demands and circumstances
- Ability to work productively with minimum supervision in a high pressure environment
- Proven ability to independently manage competing priorities and adjust to changing work demands and circumstances
- Be aware of responsibilities and remain accountable for your work performance and behaviours, at all times.

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.