



## General Services Officer Band 2/3 Lines

Position Detail			
Reports To	Team Leader	Group	ANS, C&BP, M&S
Classification	TO/GSO Band 2/3	Location	Various
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 control towers at international and regional airports, and provide aviation rescue firefighting 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 a **General Services Officer 2/3**, you will perform maintenance and/or support to airways facilities as per prescribed standards, so as to ensure the operational safety and integrity of the national airways system.

The safety of the air traffic system is the most important consideration when carrying out any duties associated with this position.

### Accountabilities and Responsibilities

#### Position Specific

- In a maintenance service delivery context undertake preventive and corrective maintenance activities in accordance with prescribed processes and procedures.
- Maintain an awareness and understanding of the impact that work undertaken can have on Airservices systems.
- Timely and accurate data entry into the maintenance management systems.
- Actively identify opportunities for continuous improvement of service delivery and work practices.

#### 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

- Coaching of other staff within the workgroup.

#### Compliance, Systems and Reporting

- Take part in the implementation of enterprise governance systems and policies, including safety, environmental, work health and safety, risk and compliance.
- Ability to obtain an Aviation Security Identification Card
- Australian Citizenship (requirement for Defence Baseline Security Clearance)

#### Safety

- Demonstrate safety behaviours consistent with enterprise strategies and documented processes.

### Key Performance Indicators

#### Efficient, Effective and Accountable

- Delivery of maintenance services.
- Accurate and timely data provided for maintenance system and processes.

#### Safety

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

### Key Relationships

- Team Leader – Assignment of day to day work, HR assistance, training and development
- Band 4/5 technicians - supervision/mentoring/advice, coordination of work.
- System Technical Authorities – technical support activities including investigations and assurance tasks
- Internal Customers - Service delivery to ATC staff, other field technical and engineering staff and project officers.

### Skills, Competencies and Qualifications

#### For Trade Qualified Officers

- The possession of relevant licensing as specified by Legislative and/or Airservices requirements.
- Current Australian Driver's Licence
- Heavy Vehicle Drivers licence endorsement
- Certificate III – Rigging
- Working Safely at Heights Certificate
- High Risk Work License with endorsed classes:
  - RI – Intermediate Rigging
  - RB – Basic Rigging
  - DG – Dogging
  - WP – Elevating Work Platform
  - LF - Forklift
- ACMA Data Cabling Licence with endorsements in Coaxial, Optical Fibre, Underground and Aerial cabling
- Contractor White Card
- Apply a knowledge and understanding of the equipment, policies, procedures, instructions and other relevant documentation, appropriate to the position.
- Plan, organise and perform activities and tasks with limited guidance, for cost effective outcomes
- Work with limited technical guidance, in the maintenance and/or support of the national airways system and associated equipment.

## 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.