

Position Description

Job Title: General Manager
Work Unit: Executive
Staff Supervised: Fourteen

Designation: Permanent
Position number: A6000
Responsible to: Chief Executive Officer

Primary Objective

Provide leadership and direction in the management of Alice Springs and Tennant Creek Airports, from the day to day operations involving staff, customers, safety and security and stakeholder management through to preparing master plans for the long term needs of the airport.

The position is also responsible for developing cooperative relationships with key stakeholders and influencers in the local community and aviation industry.

Key Responsibilities

- Develop a team culture focused on customer service, safety, security and continuous improvement that will grow the airport.
- Develop and influence cooperative relationships with all levels of government agencies, business, airline customers, the community and the travelling public.
- Ensure corporate governance and compliance policies and procedures are in place to minimise risks.
- Identify, promote and deliver on key business opportunities that will ensure a return on investment.
- Promote the value of NT Airports to business and government interests including support for community activities.
- Monitor strategic regional planning and local issues that may influence the future development of NT Airports' assets.
- Prepare operational and capital budgets including the identification of major projects and monitoring of cash flow requirements.
- Manage and deliver all projects including non-aviation projects on time and within budget.

Selection Criteria

Essential

1. Tertiary qualification in a relevant discipline or demonstrated experience in a senior position in an airport environment;
2. Demonstrated knowledge of the statutory regulations, OHS safe working practices and licences relevant to the Australian aviation industry;
3. Demonstrated experience in an operating environment and ability to ensure and manage safe airport operating systems and airport security controls;
4. Proven management skills in and with a record of achievement related to the human, financial, projects, commercial and operational resources;
5. Demonstrated knowledge of commercial business operations that will ensure a return on investments;
6. Proven experience in financial management including extensive budgets and understanding profit and loss statements;
7. Superior oral and written communication skills;
8. Proven ability to develop effective relationships;
9. Eligible to hold an Aviation Security Identification Card and pass an Australian Federal Police Check and Commonwealth Government 'SECRET' security clearance;
10. Current NT drivers licence or ability to gain such a licence;
11. Hold or obtain an airside Driving Licence.

Key Performance Indicators

People and Culture:

Develop morale, teamwork and promote effective team relations through a process of leadership, lead by personal example, mentoring, coaching and building or maintaining team spirit and cohesiveness.

Work with Department functional managers to ensure right level of resources, skills and competencies in place to deliver capital expenditure program.

Demonstrably raise the level of customer service in Alice Springs Airport.

Stakeholder Relationship Management Plan (SRMP)

Develop and implement agreed SRMP.

As the senior leader in Alice Springs, represent ADG to all key government and community stakeholders.

Develop improved relationships with our Airline and Agency Partners.

Airport Services – The Aviation Business

Undertake detailed review of capacity and facilities for future General Aviation requirements.

Ensure that all identified projects due for completion during financial year.

Commercial Property – Non Aviation Land Development

Assist the Property Department to deliver Solar Project on time and within budget.
Progress the residential development opportunity with the Northern Territory Government.

Approved: Chief Executive Officer