

Position Title: Safety Manager (Based in Broome WA)

The Safety Manager is responsible for the continued development and maintenance of the Safety Management System (SMS) within Aviair Pty Ltd in close co-operation with the Group Safety Manager. The Safety Manager also advises the Accountable Manager (Managing Director), Group Safety Manager and department heads on safety management matters and is responsible for coordinating and communicating safety issues within the organisation, as well as with external stakeholders. The scope of operations covered by the Aviair SMS includes flight, ground, engineering and airworthiness management operations.

Duties and Responsibilities

The Safety Manager will be required to work very closely with the company Group Safety Manager and other safety staff and the responsibilities include, but are not necessarily limited to:

- Managing the operation of the SMS on behalf of the Accountable Manager in conjunction with the Group Safety Manager;
- Managing the development of organisational safety goals and objectives and implementing strategies to achieve these;
- Performing/facilitating and continually improving hazard identification and safety risk analysis/assessment;
- Conducting and co-ordinating safety and quality audits within the Company and when required across the wider Company group;
- Co-ordinating and supporting third party (regulatory and client) audits;
- Co-ordinating and assessing internal Emergency Response Plan exercises;
- Managing the Company safety reporting system (incidents, injuries and hazards);
- Monitoring corrective actions, ensuring agreed timeframes are met and evaluating results;
- Providing periodic and programmed reports on the organisation's safety performance;
- Developing and maintaining records and safety documentation (electronic and hardcopy);
- Conducting incident/accident investigations and draft reports with findings/recommendations to the Accountable Manager;
- Planning and facilitating staff safety training;
- Inducting personnel;
- Providing independent advice on safety matters;
- Monitoring safety concerns in the aviation industry and their perceived impact on the organisation's operations and service delivery;
- Coordinating and communicating (on behalf of the Accountable Manager) with CASA and other Commonwealth or State regulatory authorities/agencies as necessary on issues relating to safety and compliance;
- Chairing/attending safety meetings and ensuring accurate capturing of discussions / agreed actions in meeting minutes and disseminating these to stakeholders; and

- Assisting in SMS implementation across other business units within the Company group, a key management objective being a collaborative and supportive approach to safety management across the wider Company group.

Selection Criteria

To qualify as a Safety Manager the applicant should have:

1. Extensive safety/quality management experience (preferably in aviation but can also be in another demanding industry) and a demonstrated understanding of Safety Management Systems;
2. A demonstrated understanding of risk management principles and techniques to support the SMS;
3. Experience and preferably recognised qualifications in aviation accident/incident investigation and human factors;
4. Experience and preferably recognised qualifications in conducting safety/quality audits and inspections;
5. Operational experience in aviation or another similarly demanding industry;
6. A demonstrated ability to work independently without the requirement for close supervision;
7. Excellent interpersonal skills with the ability to effectively communicate confidently and positively with a wide range of people/cultural diversity;
8. Demonstrated analytical and problem-solving skills;
9. Demonstrated excellent written communications skills; and
10. The demonstrated ability to be firm in conviction, promote a “just and fair culture” and advance an open and non-punitive atmosphere for reporting.

Safety Manager

Aviair and the wider Company group (which includes HeliSpirit and a number of other associated enterprises in the Kimberley/Pilbara regions) has undergone significant growth in the last four years under the leadership of new business owners. This includes the recent acquisition of a new base in Broome and additional aircraft and staff. The Company now operates fixed wing aircraft from three main bases, these being Kununurra (Head Office), Broome and Karratha, and rotary wing from Kununurra (Head Office) and seven additional remote bases in the NT, Kimberley and Pilbara regions.

The Safety Manager is a new position, created to ensure that safety can still be effectively managed as our **No 1 Priority**. In this role, you will be an integral member of senior management group within Aviair and be responsible in conjunction with the Group Safety Manager for the management of safety within Aviair. This will be a demanding role and the successful applicant needs to demonstrate both the skills and experience required but also a strong commitment to ensure that Aviair meets its safety objectives and is regarded as a leader in Safety Management within the aviation industry.



Aviair is committed to implementing and maintaining a Safety Management System that reflects industry best practise and is undergoing continual review and improvement in line with regulatory requirements and key client expectations.

Attractive remuneration is offered for the right person.

Please send your application and resume to careers@aviair.com.au by COB 25th April 2018.