



Security & Emergency Training Advisor

About Brisbane Airport Corporation

Brisbane Airport Corporation Pty Limited (BAC), the operator of Brisbane Airport (BNE), is a proud, private, un-listed Queensland company, employing thousands of Queenslanders and creating economic opportunities for the state and city of Brisbane equating to more than \$4 billion annually.

Operating 24 hours a day, seven days a week, BNE has two major Terminals accommodating 33 airlines flying to 83 domestic and international destinations. It is a suburb in its own right, the largest capital city airport in Australia by land size (2,700 hectares) and the third-largest airport in Australia by passenger numbers with more than 23.4 million passengers travelling through the airport in FY18.

More than 425 businesses are located at BNE, servicing a diverse range of industries offering services such as freight and aircraft handling, warehousing, transport and communications, manufacturing, research, property and infrastructure development, education and training, recreation, tourism, accommodation, leisure and retail. Collectively these businesses employ nearly 24,000 people, a number expected to exceed 50,000 (the size of a regional town) by 2034.

With passenger numbers forecast to more than double by 2034, since FY12 BAC has invested \$1.7 billion building critical infrastructure, with a further \$1.8 billion worth of infrastructure to be delivered between FY18 – FY22.

Projects to be delivered include a new runway, new multi-level car park and walkway facilities, road terminal expansions, terminal redevelopments, new apron and taxiways, road and cycling path upgrades and a number of new commercial buildings.

About the Position

As our **Security & Emergency Training Advisor**, you will be responsible for development and delivery of security and emergency training programs, plans and exercises to support BAC's incident management response, security plans and policies. The Security & Emergency Training Advisor is also responsible for assisting in the coordination, development and implementation of BAC's emergency management strategy, with a particular focus on internal and external stakeholders while identifying training opportunities to support the strategy.

The key deliverables in this role include the delivery of effective security and emergency training and exercise programs to BAC staff and airport stakeholders, maintenance of



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compliance related manuals and emergency plans, stakeholder relationship management, and policy and compliance related documentation creation and maintenance.

Tasks and Responsibilities

- Develop and implement an effective security and emergency training framework, including documented programs, plans and exercises in line with BAC's incident management response and policies
- Develop and oversee training assessment plans as required for the Security & Emergency Planning division and other required stakeholders
- Conduct and co-ordinate incident training and exercises for BAC Staff and airport stakeholders, including delivery of presentations and training sessions
- Review and update training documentation ongoing relating, but not limited, to response plans, policy, procedures and quality assurance to ensure compliance and operational readiness, supported by liaison with regulatory bodies and airlines to ensure effective and compliant delivery of outcomes
- Communicate and deliver training on new plans and documentation of emerging threats, new regulations and contingencies
- Respond to incident callouts, assess and co-ordinate major incidents or events, as required
- Ensure the notification of events affecting airport operations to key BAC staff and airport stakeholders
- Liaise with designated BAC response staff to ensure training materials of response protocols and communications are current and effective
- Participate in the planning and implementation the Brisbane Airport Emergency Exercise and Training Program Plan airside and landside
- Coordinate the activities of the Airport Emergency Committee and Airport Emergency Planning Group (AEPG) and communicate their activities to all airport stakeholders
- Maintain membership, participation and communication with the activities of external stakeholder groups (including government, industry and mutual aid groups)
- Monitor BAC's legal compliance on matters related to emergency and disaster planning and preparedness, and provide advice to ensure BAC can comply with its obligations
- Provide operational/administrative support to Security and Emergency Services team, as required



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Experience & Qualifications

Essential

- Tertiary qualifications, preferably in a business related field or equivalent experience
- Certificate IV in Workplace Training & Assessment
- Possession of C class state driver's licence
- Possess or able to acquire an ASIC and if required undergo a security check
- Must be able to pass psychological and reasoning test to an acceptable level
- Experience in planning and delivery of operational training and exercises

Preferred

- Certification, accreditation and or qualifications in emergency management and or training delivery
- Previous experience in related activities, particularly in BCP, emergency management and response planning

Knowledge & Technical Proficiency

- Excellent knowledge of risk assessment practices, BCP and incident management
- Sound knowledge of disaster and emergency management regulatory framework at Federal and State level
- Sound knowledge of emergency procedures and safety at airports or related infrastructure
- Sound knowledge of Microsoft suite of packages

This is an opportunity to join a company which is already a leader in its field in Australia and use your skills, experience and enthusiasm to help continue our successful growth. BAC is a forward thinking organisation, which is supportive of innovation and has a unique positive working environment.

Please note, Brisbane Airport Corporation (BAC) reserves the right to close the applicant portal prior to the listed closing date.

If you believe you have the drive and experience to succeed in this exciting role, please click [here to apply now.](#)