

## Queensland Airports Limited Position Description



Our Vision defines our purpose. Our seven value drivers guide our strategic direction. Within each driver are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision.

**Position Title:** Emergency Planning & Security Officer

**Location:** Gold Coast Airport

**Department:** Operations and Service Delivery

**Reports to:** Emergency Planning & Security Supervisor

**Reporting to this position:** Nil

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1.0	05/01/2026	GMOSD

### Position Purpose

The Emergency Planning & Security Officer will work across the Gold Coast Airport and Queensland Airports Limited businesses to ensure effective emergency response plans and capabilities are in place, along with the people and systems to support and facilitate these critical business functions. This will be achieved through the development of robust documentation, training, exercising and through collaboration with relevant internal and external stakeholders.

### Position Role Requirements

#### Objective 1: Aerodrome Emergency Plan

- Develop and maintain emergency preparedness documentation in conjunction with the Manager Security & Emergency Planning and Security Operations & Emergency Supervisor, including, but not limited to the Gold Coast Airport (GCA) Aerodrome Emergency Plan (AEP), emergency policies and procedures
- Develop and maintain AEP sub plans to support site response.
- Regularly audit and review the GCA AEP and supporting documentation to ensure compliance and operational readiness with internal and external stakeholders
- Maintain effective relationships with relevant external stakeholder groups (including emergency agencies, government, etc.)
- Maintain the functionality of the Emergency Operations Centre (EOC) to ensure availability for an emergency
- Fulfill the role of Secretariat for the GCA Aerodrome Emergency Committee and maintain effective stakeholder contact/ distribution lists

#### Objective 2: Crisis Management Plan

- Assist the Manager Security & Emergency Planning with the development and review of the QAL Crisis Management Plan (CMP), and support relevant QAL General Managers with the development of applicable Departmental Crisis Sub-Plans
- Assist in developing training material to support the Security & Emergency Planning Supervisor for employees and stakeholders as outlined in the Crisis Management Training Matrix
- Deliver training to CMP Support employees and ensure the functionality of the Crisis Command Centre (CCC) to ensure availability for any Crisis event.
- Regularly audit and review the QAL CMP and supporting documentation to ensure operational readiness of internal stakeholders

#### Objective 3: Training and Exercises

- Assist the Security Operations & Emergency Supervisor to develop and deliver training for employees and stakeholders as outlined in the Emergency Management Training and Development training matrix
- Ensure all regulatory training requirements set out in the Manual of Standards Part 139 are actioned and completed.
- Maintain and update AOT training records for the Aerodrome Reporting and Works Safety Officer teams with the Manager Airfield Operations & Standards

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- Assist the Security Operations & Emergency Supervisor to coordinate and facilitate the Annual Emergency Exercise calendar, including planning and facilitation of CASA and CISC exercises (regulatory requirements), internal tabletop exercises, and multi-agency tabletop exercises
- Assist the Security Operations & Emergency Supervisor to undertake After Action Reviews for Emergency Events and exercises as covered under the AEP. Ensure follow up and close out of identified actions
- Maintain, follow up and close out of identified actions from lessons learnt in the Master Action list.
- Assist the Security Operations & Emergency Supervisor and Manager, Security & Emergency Planning coordinate crisis management exercises with internal stakeholders to ensure preparedness and familiarity with the plan and requirements

#### **Objective 4: Security Operations**

- Support the Security Operations & Emergency Supervisor in the monthly reporting of security incidents and audits and identifying trends and corrective actions.
- Provide support to the delivery of aviation security related projects.
- With the Security Operations & Emergency Supervisor provide day-to-day oversight and support relating to Security Operations at Gold Coast Airport in conjunction with the Duty Manager, Aerodrome Reporting Officer and contracted Security Provider.
- In conjunction with the Security Operations & Emergency Supervisor audit, on a continuous basis, security procedures, the Transport Security Program and associated documentation.

#### **Objective 5: Legislative Compliance**

- Ensure compliance to all government mandated legislative and regulatory requirements with an emphasis on airport safety, security and emergency regulations
- Apply the QAL Risk Management Framework and Gold Coast Airport Safety Management System across emergency and crisis management to ensure a risk-based approach is at the core of all activity and response

#### **Objective 6: Document Management and Reports**

- Prepare security and emergency elements of the Aviation Department Monthly report.
- Prepare documentation (e.g. reports, SOPs, procedural manuals, programs) in a clear, concise and professional manner.
- Prepare, Implement and review annual Security Compliance and Assurance program and Emergency activity and exercise program.
- Submit relevant Security and Emergency Incident Reports to the regulator.

#### **Objective 7: Project Participation / Innovation / Continuous Improvement**

- Build strong working relationships with internal and external stakeholders
- Actively engage and participate in all projects
- Continually strive to improve all processes, procedures and systems to enhance workplace efficiencies

#### **Objective 8: Workplace Health & Safety, Environmental and Aviation Safety & Security**

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- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

### Behavioural Expectations for all QAL Employees

QAL employees are expected to demonstrate behaviour which is aligned to our core values:

#### Authentic

- We are true to ourselves and our communities.
- We build genuine connections and deliver on our promises with integrity.

#### Brave

- We dare to be different and inspire change.
- We pursue new opportunities with courage and challenge the status quo.

#### Inclusive

- We celebrate difference and empower one another.
- We value every perspective and recognise that diversity makes us stronger.

#### Responsible

- We lead the way with purpose.
- We are accountable for our decisions.

### Behavioural Objectives

Whether a team member without direct reports or an executive running a division, all employees at QAL lead in one way or another. They may lead self, lead others or lead business. As such within the Performance Conversations set each year, managers will seek to set clear behavioural expectations for your specific role on the year ahead. As a minimum expectation your role is expected to demonstrate the following behaviours away when carrying out the role objectives:

#### Team Member

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders

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- Perform with pride a broad range of tasks competently as per the role requirements
- Uphold WHS and Regulatory obligations and comply with all policies
- Focus on continuous improvement both for company and self (including self driven learning, ability to take and act on constructive feedback and solution focused conversations)
- Demonstrate proactive, positive involvement as part of the team
- Exhibit teamwork through providing excellent service, inclusive behaviours and help to others (internal and external)
- Present a positive professional image for the company at all times

### Key Stakeholders

- Internal:** Executive, Senior Management and employees at all levels across the entire the QAL Group.
- External:** Government regulatory bodies, AFP, ARFFS, ATC, QLD and NSW emergency services, Border Protection agencies, airlines, ground handling companies, commercial tenants, precinct partners, contractors and other stakeholders including local and state government agencies.

### Key Capabilities Required to Perform Position

#### Educational Qualifications:

- Tertiary qualification in a business, aviation or emergency management related discipline (desirable)
- Possess or able to acquire a Certificate IV in Training and Assessment
- Hold a current Class 'C' State driver's licence
- Possess or able to acquire an Aeronautical Radio Operator Certificate
- Ability to hold a GCA Cat 4 RWY Airside Driver's Authority (ADA)

#### Specific Job Knowledge, Skills and Abilities:

- Knowledge and experience within the Aviation industry with a focus on emergency management (minimum 2+ years' experience in the aviation industry)
- Experience in planning and delivery of operational training and emergency exercises
- Understanding of aviation (airfield, security and emergency) regulations
- Prior experience in an Aerodrome Reporting or Works Safety Officer position desirable
- Prior experience with Noggin 2.0 desirable
- Well-developed and effective oral and written communication skills
- A good knowledge of standard office and business software applications
- A strong team player
- Superior problem solving, decision making and organisational management skills

#### Specific Job Knowledge, Skills and Abilities:

- Must be able to perform required physical and psychological demands of the role.

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**ACKNOWLEDGMENT**

*I acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties and responsibilities to the best of my ability. I assert that there are no limitations on my ability to fully perform the position for the company. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer’s right to alter this Position Description from time to time in accordance with company requirements.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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