

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: Government Relations Advisor

Location: Gold Coast

Department: Strategic Communications

Reports to: General Manager Strategic Communications

Reporting to this position: n/a

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1.0	15/05/2025	GM Strategic Communications

Position Purpose

Develop and manage government engagement strategies and policy advocacy for Queensland Airports Limited.

Monitor, analyse and report on legislative, policy and regulatory developments, including the creation of advocacy materials, briefing documents and policy submissions.

Support the General Manager Strategic Communications, as well as Executive Team members, in presenting and advocating for QAL's position to Federal, State and Local government, as well as other stakeholders and industry groups.

Job Role Requirements

Objective 1: Government engagement

- Lead the development and execution of government engagement strategies to support QAL's business objectives
- Present/engage with all levels of government and other stakeholder groups on issues relevant to QAL
- Identify and advocate for government funding opportunities and collaborations

Objective 2: Policy advocacy

- Monitor and anticipate policy changes, providing strategic recommendations to QAL senior leadership
- Prepare high quality materials, including public submissions, executive correspondence and briefing materials for QAL senior leadership
- Conduct research and analyse public policy issues relevant to QAL, focusing on risks and opportunities

Objective 3: Senior leadership support

- Provide expert advice on government relations and policy options
- Draft high level briefing notes for QAL CEO and other Executive members on key policy issues
- Provide regulatory insight and strategic input into broader strategic communications campaigns
- Identify government engagement opportunities and events for QAL's Executive Team

Objective 4: Stakeholder management

- Support general stakeholder management activities, including airlines, city leaders and industry groups
- Identify opportunities for strategic partnerships and collaborations with QAL's stakeholder groups
- Ensure QAL's stakeholder management platform is utilised effectively, holding those responsible to account
- Create presentations and other promotional materials as required

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Objective 5: Project Participation / Innovation / Continuous Improvement

- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site
- Actively engage and participate in all projects
- Continually strive to improve all processes, procedures and systems to enhance workplace efficiencies
- Provide high levels of customer service upholding the QAL values to both airport and internal customers and present a positive image for the Company at all times.

Objective 6: Workplace Health & Safety, Environmental and Aviation Safety & Security

- 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 H&S 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.

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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 always when carrying out the role objectives:

Team member

- *Role model the QAL Values*
- *Establish and maintain strong relationships with internal and external stakeholders*
- *Demonstrate proactive, positive involvement as part of the team*
- *Provide clear expectations through setting individual and team goals*
- *Give regular feedback and recognition to employees for high performance*
- *Maximise development, performance, engagement and retention of team*
- *Communicate regularly to the team on what is going on in the business*
- *Display inclusive leadership and leverage the diverse mix of the team's strengths and talents*
- *Lead the delivery of business strategy and projects*
- *Manage the budget and required financial requirements*
- *Ensure compliance and all regulatory obligations are met by the team*
- *Promote innovation, teamwork and cross company exchange of ideas for shareholder value i.e. revenue & customer excellence*
- *Support the delivery of ESG*

Key Stakeholders

Internal: *Employees and management at all levels, including the QAL Board*

External: *All levels of government, industry bodies, tourism organisations, on-airport stakeholders, creative agencies and sponsorship partners*

Key Capabilities Required to Perform Role

Educational Qualifications:

- *Bachelor Degree or similar postgraduate qualification*

Professional Experience:

- *3+ years in government affairs, policy advocacy or regulatory compliance*
- *Strong understanding of Australian policy-making processes and regulatory landscapes (aviation sector knowledge is an advantage)*
- *Networking skills – maintaining high level government relationships*

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Specific Job Knowledge, Skills and Abilities:

- *Proven communication and negotiation skills, ability to articulate policy positions*
- *Exemplary written skills, ability to craft persuasive messaging*
- *Excellent interpersonal skills, ability to engage with government officials and other stakeholder groups*
- *Strong analytical and problem-solving skills*
- *Ability to manage multiple projects in a fast-moving environment*
- *Strong verbal and presentation skills*
- *High attention to detail*
- *Superior organisational and time management skills*
- *Willingness and ability to work flexible hours on an ongoing basis*
- *Self-motivated with a strong desire to achieve*
- *Ability to deliver projects on-time*
- *Ability to work in a team environment*

Physical Demands:

- *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 Role Description and agree to carry out my duties and responsibilities to the best of my ability. 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 Role Description from time to time in accordance with company requirements.

Name

Date

Signature

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