

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: Enterprise PMO Manager

Location: Gold Coast

Department: Corporate Finance & Treasury

Reports to: General Manager, Corporate Finance & Treasurer

Reporting to this position: Nil

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Position Purpose

The Enterprise PMO Manager role is responsible for overseeing the enterprise-level project and program portfolio, ensuring alignment with strategic business objectives and optimising return on investment. This role leads the development and management of investment governance structures, prioritisation frameworks, and performance tracking mechanisms.

Acting as a key liaison between project teams, executive leadership, and business stakeholders, the Enterprise PMO Manager ensures transparency, informed decision-making and effective portfolio delivery across the organisation.

Position Requirements

Objective 1: Strategy and Governance

- Define and maintain portfolio management frameworks, tools, and standards to ensure effective project selection, prioritisation, and resource allocation
- Align the project portfolio with business plans and monitor benefits realisation.
- Lead investment committees and facilitate management decision-making processes.
- Act as a liaison between executive leadership and delivery teams to ensure projects support organisational goals.
- Lead strategic planning sessions and integrate PMO objectives into corporate strategy

Objective 2: Oversight and Performance Management

- Oversee the execution of projects and programs across the portfolio, ensuring they meet strategic goals, budgets, timelines, and quality standards.
- Monitor portfolio health, risks, interdependencies, and resource capacity to optimise delivery outcomes.
- Establish KPIs and performance dashboards to track portfolio performance and value realisation

Objective 3: Management, Leadership & Relationship Building

- Build strong working relationships with internal stakeholders at all levels of the organisation. Particularly the Technology, Projects and Infrastructure and Finance teams.
- Serve as the primary point of contact for portfolio-level reporting and updates to senior leadership and the board.
- Provide insights and recommendations to support strategic planning and investment decisions.
- Foster collaboration across departments to ensure alignment and resolve conflicts or delivery obstacles.
- Participate in QAL Investment Committee meetings and support senior management with airline engagement via the Airline Consultation Group

Objective 4: Project Participation / Innovation / Continuous Improvement

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- 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 5: Workplace Health and 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 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
- Participate in crisis management planning and execution

Behavioural Expectations for all QAL Employees

QAL employees 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.

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- 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 always when carrying out the role objectives:

Senior Manager

- 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, Executive and management at all levels

Key Capabilities Required to Perform Role

Qualifications & Experience:

- Bachelor's degree in Business, Project Management, IT, or a related field.
- 8–10 years of progressive experience in project/program management with at least 3–5 years in a portfolio or enterprise PMO leadership role.
- Proven expertise in portfolio management, project governance, and business planning.
- Professional certifications in project / program management are highly desirable.
- Strong understanding of project delivery methodologies and portfolio management tools.

Physical Demands:

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- 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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