

## 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:** Procurement Category Specialist

**Location:** Gold Coast

**Department:** Finance

**Reports to:** Procurement Manager

**Reporting to this position:** Nil

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## Position Purpose

As a Procurement Category Specialist, your role is to support the procurement function within QAL, focusing on optimising value from the acquisition of goods and services. You will be responsible for executing procurement processes, ensuring compliance with policies and regulations, and supporting the efficient functioning of the procurement department.

## Position Requirements

### Objective 1: Strategic Sourcing, Contracts and Supplier Relationship Management

- Draft assigned category plans and sourcing strategies in collaboration with the Procurement Manager and business owners to support business objectives.
- Lead the identification, evaluation, and contracting of suppliers for the assigned procurement categories and / or sourcing projects.
- Draft and negotiate favourable contract terms and engage with QAL Legal through to execution.
- Lead and develop strategic supplier relationships.
- Collaborate with suppliers to drive innovation, achieve QAL ESG goals, improve commercial terms and minimise supply risks.
- Lead contract performance reviews and dispute resolutions where required.
- Provide ad hoc support or any other tasks as required, commensurate to the role.

### Objective 2: Cost Management and Reporting

- Conduct cost analysis to identify cost-saving opportunities and alternatives.
- Prepare and present regular reports on procurement activities, dollar benefits, and performance metrics.
- Utilise data analytics to identify opportunities for improvement and inform strategic decision-making.
- Maintain accurate and up-to-date records of procurement transactions.
- Utilise procurement software and tools to manage data and costs effectively.

### Objective 3: Compliance & Governance

- Ensure procurement activities adhere to company policies, procedures, and relevant regulations.
- Support audits and internal compliance reviews as needed.
- Provide trainings on procurement policies and processes as required.

### Objective 4: Project Participation, Innovation and Continuous Improvement

- Build strong working relationships with internal and external stakeholders
- Demonstrate effort 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.

### Objective 5: Workplace Health and 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 and 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.
- 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:* Employees and management at all levels  
*External:* Suppliers, Contractors, Consultants, regulatory bodies

### Key Capabilities Required to Perform Role

#### Qualifications & Experience:

- Bachelor's degree in Business, Supply Chain Management, or a related field.
- Minimum 5 years of experience undertaking end to end procurement activities.
- Knowledge of procurement principles and best practices.
- Strong influencing, critical thinking and negotiation skills.
- Detail-oriented with excellent organisational abilities.
- Advanced analytical skills with the ability to apply critical and structured thinking to solving complex procurement problems.
- Proficiency in Microsoft Office Suite and procurement software.

#### 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 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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