

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 Specialist

Location: Gold Coast

Department: Finance

Reports to: Procurement Manager

Reporting to this position: Nil

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1.0	01/2024	CFO

Position Purpose

As a Procurement 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: Sourcing & Supplier Relationship Management

- Identify potential suppliers, conduct market research, and evaluate vendor capabilities.
- Assist in the development of supplier relationships and maintain a vendor database.
- Collaborate with suppliers to negotiate terms, prices, and agreements
- Foster positive relationships with key suppliers and address any issues promptly.
- Collaborate with suppliers to improve performance, quality, and delivery.
- Assist in conducting supplier evaluations and performance reviews.

Objective 2: Cost Management

- Assist in negotiating favourable terms and pricing with suppliers.
- Conduct cost analysis to identify cost-saving opportunities and alternatives.
- Prepare and present regular reports on procurement activities, cost savings, and performance metrics.
- Utilise data analytics to identify opportunities for improvement and strategic decision-making
- Maintain accurate and up-to-date records of procurement transactions.
- Utilise procurement software and tools to manage data effectively

Objective 3: Compliance & Governance

- Ensure procurement activities adhere to company policies, procedures, and relevant regulations.
- Stay informed about changes in procurement laws and regulations.
- Support audits and internal compliance reviews as needed.

Objective 4: Contract Management

- Support the drafting, review and negotiation of contracts with suppliers to ensure compliance with legal and company requirements.
- Support the contract management process including performance, resolve issues, and assist with contract renewals and terminations.

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

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Objective 6: 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.
- 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 away when carrying out the role objectives:

Team Member

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- 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 experience in procurement
- Knowledge of procurement principles, practices, and regulations.
- Strong negotiation and communication skills.
- Detail-oriented with excellent organisational abilities.
- 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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