

## 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:** Senior Technology Project Manager

**Location:** Gold Coast Airport

**Department:** Technology

**Reports to:** General Manager Technology

**Reporting to this position:** Technology Project Manager

| Version Number | Date Updated | Version Reviewed/GM approved by |
|----------------|--------------|---------------------------------|
| 1.0            | 18.08.2025   | Hamza Maharooof                 |

## Position Purpose

The Senior Technology Project Manager is responsible for planning, overseeing and leading projects from inception through to completion. The role is responsible for managing the scope, cost, risk, quality and schedule for the project and ensuring accurate reporting is provided to all stakeholders in a timely manner. The Senior Technology Project Manager will provide leadership and guidance to Project Managers and wider teams to deliver on strategic outcomes.

## Position Requirements

### Objective 1: Program Management

- Lead and manage the planning and delivery of critical, highly complex and/or large projects
- Provide strategic and technical advice and direction on information systems and projects including ICT replacement projects and programs.
- Lead and manage project teams to ensure project outcomes are achieved on time and within budgets. Lead procurement processes and manage contracts related which fall under the programs within the
- Develop and implement program and project management plans to ensure the success of the project within established budgets.
- Foster mutually supportive relationships with key stakeholders including key external and internal stakeholders and vendors on behalf of the organisation.
- Develop a strategic approach to manage the risks within the technology business for major projects and reforms and facilitate the innovation and creation of new technologies projects across the organisation.
- Develop and implement program management plans to ensure the success of the program including resource requirements and ensure efficient resource utilisation across the project.
- Manage and / or assist Senior Management with Authorities associated with the Project including negotiation, documentation and approvals (as required Maintain project methodologies, governance, standards, documentation and templates.
- Manage interdependencies and balance competing demands to ensure program objectives are achieved
- Manage complex and sensitive consultation and negotiations with diverse stakeholders within agreed timelines given their varying expectations, viewpoints, and interests.
- Manage interdependencies and balance competing demands to ensure program objectives are achieved while controlling project scope creep to optimise return on investment.

### Objective 2: Contractor Management

- Manage tender assessment, evaluate and provide recommendations
- Manage and assist the technology team on the process of regulatory airport building approvals
- Manage the engagement and communication for all external contractors
- Manage the approval of all external contractor submissions and deliverables

| Version Number | Date Updated | Version Reviewed/GM approved by |
|----------------|--------------|---------------------------------|
| 1.0            | 18.08.2025   | Hamza Maharoor                  |

- Manage and review contractors risk, quality, safety and environmental plans
- Manage and review contractors staging and delivery plan to ensure adherence to delivery.
- Manage contractor's responses to staging and programming around operational constraints, ensuring efficient and cost-effective outcomes balanced against operational impacts

### Objective 3: Project and Change Management

- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups
- Define and communicate the approach for change management for the organisation.
- Initiate, plan, and lead strategic, large, and complex change management initiatives. Providing guidance and awareness to help change leaders demonstrate effective behaviours to deliver organisational change.
- Work with operational managers to ensure maximum improvements are made as groups of projects deliver their products into operational use.
- Establish feedback processes and lead analyses of change management successes.
- Enable continual improvements to change management methodology, tools, and training necessary to enhance the maturity across the organisation.

### Objective 4: Technology

- Support research and expert advice on the application of emerging technologies to achieve organisational outcomes
- Ensure that effective governance frameworks are in place to efficiently and effectively apply technology within the organisation
- Establish effective governance to ensure organisational compliance with cyber security and acceptable use of technology policies
- Critically assess business cases supporting the introduction of technology to improve the organisation's efficiency and effectiveness
- Ensure that effective policies and procedures are in place for records, information, and knowledge management to meet government and organisational requirements

| Version Number | Date Updated | Version Reviewed/GM approved by |
|----------------|--------------|---------------------------------|
| 1.0            | 18.08.2025   | Hamza Maharoor                  |

### Objective 5: Innovation / Continuous Improvement

- Continually strive to improve all processes, procedures and systems to enhance workplace efficiencies
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site
- Provide high levels of customer service upholding the QAL values to both airport and internal customers and present a positive image for QAL at all times.
- Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context
- Monitor performance against standards and take timely corrective actions
- Keep others informed about progress and performance outcomes

### 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.

| Version Number | Date Updated | Version Reviewed/GM approved by |
|----------------|--------------|---------------------------------|
| 1.0            | 18.08.2025   | Hamza Maharroof                 |

- 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 always 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)
- Always present a positive professional image for the company

### **Key Stakeholders**

**Internal:** Employees and management at all levels

**External:** Vendors, Suppliers, and Integrators

### **Key Capabilities Required to Perform Position**

#### **Educational Qualifications:**

- Tertiary qualification in Information Technology or related discipline (Mandatory).

#### **Professional Experience:**

| Version Number | Date Updated | Version Reviewed/GM approved by |
|----------------|--------------|---------------------------------|
| 1.0            | 18.08.2025   | Hamza Maharooof                 |

- Minimum 7 years' experience as a Senior Project Manager
- Proven experience in successfully delivering multimillion-dollar information technology projects for large scale organisations, preferably within the aviation sector.
- Ability to analyse/review and ultimately recommend technology solutions which consider enterprise technology architecture and integrate with existing infrastructure to meet business and regulatory requirements.
- Proven experience in managing challenging stakeholders and risks while delivering project outcomes.
- Business and commercial acumen to achieve outcomes combined with clear understanding of the dynamic nature of IT delivery in a 24/7 operational environment.

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

- Ability to meet CASA drug and alcohol requirements, including passing a pre-employment drug and alcohol test and be subject to random testing.
- Ability to obtain an Aviation Security Identification Card (ASIC).

**Certificates:**

- Agile PM (Desirable)
- P3M (Desirable)

**Physical Demands:**

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

| Version Number | Date Updated | Version Reviewed/GM approved by |
|----------------|--------------|---------------------------------|
| 1.0            | 18.08.2025   | Hamza Maharooof                 |

## 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

| Version Number | Date Updated | Version Reviewed/GM approved by |
|----------------|--------------|---------------------------------|
| 1.0            | 18.08.2025   | Hamza Maharooof                 |