

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:	Sustainability Manager
Location:	Gold Coast
Department:	Strategy and Sustainability
Reports to:	General Manager Strategy and Sustainability
Reporting to this position:	Nil

Position Purpose

The purpose of the Sustainability Manager role is to:

Support development of sustainability strategies for topics that have a material impact on QAL and provide expertise to support the delivery of those sustainability strategies.

Position Requirements

Objective 1: Support development of sustainability strategies, targets/commitments, policies and plans for material sustainability risks and opportunities

- Support development of sustainability strategies and policies that balance economic, environmental and social considerations and allow QAL to lead in specific areas; strategies and policies could cover topics such as a comprehensive airside and landside electrification strategy, Scope 3 emissions reductions, nature positive, waste reduction, carbon offsets strategy, sustainable design principles and water.
- Support the General Manager in ensuring that the business rationale / case for adopting sustainability strategies is clear, considering both strategic and financial objectives.
- Determine and implement cross-functional mechanisms for the development, implementation and tracking of sustainability strategies, targets/commitments, policies and plans – and the interdependencies between those strategies and plans.
- Ensure that sustainability strategies and targets/commitments are underpinned by clear action plans which have been approved by initiative owners, included in budgets and are regularly tracked.
- Take on the day-to-day responsibility for delivery of sustainability initiatives (e.g. carbon offsets) as assigned.
- Ensure sustainability metrics are in place to track implementation and impact of sustainability strategies and plans.
- Ensure agreed sustainability strategies, targets/commitments, policies and plans are appropriately and accurately reflected in internal and external communications (such as mandatory climate-related disclosures, airport master plans, environment reports).

Objective 2: Provide Sustainability expertise across the business

- Continue to educate QAL employees, managers and Executives on key sustainability topics, raising organisational understanding and maturity on sustainability.
- Provide expertise, advice and guidance on sustainability initiatives owned or being explored by other departments (e.g. sustainable design principles with the Planning department), to help ensure their credible and effective implementation.
- Provide insight and data on the commercial case for sustainability initiatives to ensure their prioritisation.
- Provide suggestions and advice on emerging sustainable technologies which could simultaneously meet business needs and deliver commercial and sustainable outcomes.
- Educate initiative owners on how to make choices between different 'sustainable' options and assess sustainability credentials of these different options.
- Provide sustainability input to business initiatives where appropriate (e.g. major development plans, designs at 30% design stage).

Objective 3: Further embed sustainability understanding and considerations into airport and third-party operations

- Ensure business policies, principles, handbooks and other documents (e.g. tenant contracts, procurement policy, supplier principles, retailer handbook, airport conditions of use), proactively contain accurate and representative sustainability considerations.
- Develop and implement mechanisms to uplift airline, tenant, supplier and other third parties' understanding, engagement and partnership on QAL's sustainability commitments.
- Work with business owners to ensure sustainability conversations with tenants and suppliers occur and are documented.
- Provide sustainability-related input to tenants, suppliers and other third parties where asked.

Objective 4: Support the Sustainability team on ad-hoc requests, as may be required

- Support the General Manager Strategy & Sustainability and the Sustainability team on other requests.
- Be responsive to any other requests, noting and recognising that this is a small team in an organisation of about 200 employees and flexibility is sometimes required.

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.

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: Health, Safety & Environment (HSE), Projects, Planning, Property, Assets, Operations, Commercial Revenue, Procurement, management at all levels and all employees.

External: Consultants, airlines, tenants, suppliers, third parties who operate on airport.

Key Capabilities Required to Perform Position

Educational Qualifications:

- Undergraduate degree (or equivalent) in sustainability/environment/ESG and/or engineering.

- Depending upon professional experience and recency and subject matter area of undergraduate degree, would anticipate this be supplemented by relevant sustainability certifications or post-graduate qualifications (e.g. from Cambridge Institute for Sustainability Leadership, Monash Sustainable Development Institute).

Professional Experience:

- In-depth experience (at least 5-7 years') in a similar role.
- Experience in the development of sustainability strategies, targets, plans and metrics.
- Experience in the development and implementation of sustainability initiatives.

Specific Job Knowledge, Skills and Abilities:

- Knowledge and ideally practical experience of a broad range of sustainability and environmental topics.
- Commercial mindset in developing sustainability strategies, targets and plans.
- High level of comfort with numbers.
- Drive, curiosity and intellectual dexterity to stay up-to-date on latest sustainability topics and to deepen understanding on existing topics.
- Effective at influencing for change, and in understanding roadblocks to change and addressing them.
- Ability to build strong relationships with internal and external stakeholders at all levels.
- Excellent written and verbal communication skills.
- Ability to prepare high quality documents for Leadership team in Word and PowerPoint.
- Competent in the use of Word, Excel and PowerPoint.
- Enjoy working in a high energy team with high work demands – comfort in working simultaneously on three to five important priorities and delivering high quality output.
- Self-motivated with high attention to detail.
- Ability to meet prerequisites for obtaining appropriate level of aviation security clearance.

Physical Demands:

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

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