Queensland Airports Limited
Role 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: Technology Project Manager

Location: Gold Coast

Department: QAL Technology

Reports to: Office of the GM Technology

Reporting to this position: Nil

The Project Manager is responsible for planning, overseeing and leading projects from inception through to completion. The role is responsible for managing the scope, cost and schedule for the project and ensuring accurate reporting is provided to all stakeholders in a timely manner.

Position Requirements

Objective 1: Project Management
- Overseeing interface of technology works of major/minor projects with airport operators
- Provide leadership to the project consultants and stakeholders
- Engage with Government Agency stakeholders on design and operational matters for the project.
- Adopt the project vision and ensure it is delivered
- Adhere to the Technology Project Methodology
- Assist in managing the commercial framework and procurement strategy for the project.
- Assist the Business Technology Manager in the preparation of the project design brief and Principals Project Requirements document as required
- Engage with all internal and external operational stakeholders on Operational Readiness Activation and Training (ORAT) activities
- Coordinate all stakeholder feedback or change requests
- Work closely with the Technology Team, consultants and contractors to coordinate the cost planning and cost management elements of the project
- Develop and maintain a robust document management system
- Participate in project risk workshops developing and maintaining a project risk register capturing and tracking actions
- Liaise with the QAL Legal and Governance team updating as required the corporate risk register
- Manage the progress claim assessment in accordance with the contract and regulations
- Coordinate all variation and extension of time claims / documentation under the contract
- Liaise with the project master programmer and maintain visibility on status, progress and risk
- Track all coordination of risks across multiple projects
- Build effective and positive relationships with all stakeholders
- Coordinate the stakeholder engagement on operational impacts and staging, ensuring adequate notice periods and risk mitigation measures are in place
- 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

Objective 2: Contractor Management
- Assist in managing the tender assessment of all contractors and making 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
- Ensure that contractors risk, quality, safety and environmental plans are followed and relevant reviews/audits are undertaken
- Management of the contractors staging plan development to ensure minimal impact on operations

- Manage contractor's responses to staging and programming around operational constraints, ensuring efficient and cost effective outcomes balanced against operational impacts

Objective 3: Communication and Reporting
- Manage the project communication coordination including meeting management, agenda preparation and meeting actions/minutes
- Management of internal and external stakeholders regarding communication impact to operations and changes to standard operating procedures
- Prepare full project monthly reports, coordinating submissions from the PMO, Consultants, and Contractors
- Engage with Airline representatives at a senior and local level on project design updates, operational continuity and construction updates
- Prepare status reports across multiple sub projects
- Ensure documentation presented in a concise, clear and professional manner

Objective 4: Technology Support
- Support the needs of the Technology team in tracking and managing the cost of technology and suppliers
- Provide data on contracts, supplier costs and other relevant information for business cases and the like

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
- 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 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

<div style="background-color:red;color:white;text-align:center;font-weight:bold;">Individual Behaviour Expectations</div>

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.

<div style="background-color:red;color:white;text-align:center;font-weight:bold">Behavioural Objectives</div>

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 aways when carrying out the role objectives:

Manager

- 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
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance

<div style="background-color:red;color:white;text-align:center;font-weight:bold">Key Stakeholders</div>

Internal: Employees and management at all levels

External: Suppliers, contractors, consultants, stakeholders and the community

Educational Qualifications:

- Degree in Information Technology or related discipline
- Graduate or post graduate qualifications in project management or equivalent program

Professional Experience:

- Minimum 4 - 5 year experience in project management delivering Technology and infrastructure works from inception to delivery and close out
- Experience within airport environment (desirable)

Specific Job Knowledge, Skills and Abilities:

- Problem solving
- PC, network, security, service management
- Excellent time management and prioritisation skills
- Proven ability in professional, clear and concise; report writing, producing business cases, and presentations including correct formatting and strong justification skills
- Robust interpersonal communication and effectively manage key stakeholders expectations
- Strong understanding Project Management from inception to delivery and close out.
- Effective time management, pre-planning and organisational skills with a strong ability prioritise and distribute tasks
- Superior ability to effectively manage staff and demonstrated leadership skills
- Excellent computer literacy (Microsoft suite), coupled with effective use and application of Project Management techniques and tools
- Solid knowledge of contractor management compliance to relevant statutory regulations in relation to risk mitigation and WH&S
- Excellent numerical, statistical and graphical skills
- 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).

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 Role 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 Role Description from time to time in accordance with company requirements.

_____   _____

Name   Date

_____

Signature