

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: Urban Planner

Location: Gold Coast

Department: Planning & Infrastructure

Reports to: GM Planning & Design

Reporting to this position: Nil

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1	18.9.25	LC

Position Purpose

The Urban Planner is responsible for the strategic land-use planning, aviation planning and development approvals across airports and off-airport property.

This includes coordinating the delivery and implementation of Airport Master Plans, Major Development Plans (MDPs), Development Applications (DA's) as well as research and advice for projects at Queensland Airports Limited (QAL) Group properties to ensure projects are planned and delivered in accordance with all relevant regulatory requirements. The role will also assist in protecting the airports airspace and operations by ensuring land use and development surrounding the airport is consistent with relevant state and local government controls. Finally, the Urban Planner will also assist in the planning and delivery of terminal and airfield infrastructure.

Position Requirements

Objective 1: Airport Development & Approvals

- Draft and manage preparation of MDPs required under the Airports Act 1996 and relevant regulations for QAL Group airports, including coordination and monitoring of the input of consultants and other internal participants and disciplines, and ensuring the consistency of those plans with the applicable Airport Master Plan.
- Manage preparation of Development Applications suitable for lodgement with Local councils for off-airport development and works.
- Assist with monitoring approval processes, such as building approvals, and ensure these are managed effectively.
- Manage specialist consultants and contractors in support of the planning process.

Objective 2: Airport Master Planning

- Coordinate the preparation and amendment as required of Airport Master Plans under the Airports Act 1996 and relevant regulations for all QAL Group airports, including coordination and monitoring of the input of consultants and other internal participants and disciplines.
- Engage with internal and external stakeholders by assisting with facilitating workshops, meetings and presenting relevant information.
- Plan and facilitate engagement activities with government, industry and the community.
- Prepare documents for the purposes of public consultation.
- Manage specialist consultants and contractors in support of the planning process.

Objective 3: Terminal & Airfield Planning

- Assist with terminal planning studies and formation of concept designs for terminal development projects.
- Assist with design and planning of airfield expansion and redevelopment projects.
- Manage specialist consultants and contractors to deliver effective aviation planning outcomes.

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Objective 4: Airport Safeguarding

- Work with the Operations team to effectively protect and manage the airspace of each airport and mitigate the encroachment of land-use and development intrusions to each airport.
- Provide timely advice regarding airspace safeguarding principles and regulations as it relates to land-use and development around each airport.
- Manage specialist consultants and contractors in support of the airport safeguarding process.

Objective 5: Communication and Reporting

- Assist with coordination of relevant Steering Committee and Project Control Groups, as required, or as directed by the GM Planning & Design.
- Assist and undertake presentations and engage with airport stakeholders and community groups as required.
- Preparation of timely advice, reports, technical papers and practical recommendations for Executive Committee direction.
- Monitor project programs and report against key project milestones.
- Monitor project budget and performance plans to ensure objectives are met efficiently and within budget.
- Prepare written documentation in a concise, clear and professional manner.
- Operate in communications channels and using methods for effective communication of the plans and changes in the plans as they occur. Assist with developing contingency plans to address potential issues including triggers for their implementation.

Objective 6: 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 7: 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 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

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- 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:

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

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Key Stakeholders

Internal: Employees at all levels including members of the executive team, senior management, and other stakeholders (including Commercial and Terminal, Aviation, Operations, Assets Teams)

External: Contractors, Consultants, Stakeholders, Approvals Authorities, Local, State and Commonwealth agencies (including DITRDCA, DoE, CASA and Airservices Australia), Airline partners and the community (e.g. CACG)

Key Capabilities Required to Perform Position

Educational Qualifications:

- Tertiary qualifications in planning or a related discipline (e.g. urban planning, urban design, geography, environmental planning)

Professional Experience:

- Minimum 2-5 years planning experience (desired)
- Knowledge of the aviation / aerospace industry (desired)

Specific Job Knowledge, Skills and Abilities:

- Experience in Airport Master Plans and MDPs and/or similar large-scale development plans
- Experience in managing complex development applications
- Experience applying principles of airspace planning protections to development proposals
- Experience working with project directors, developers and financiers
- Project management experience managing numerous stakeholders (internal and external) in a multidisciplinary environment
- Working knowledge of legislation and how to apply this to planning and approval of capital development projects

Physical Demands:

- Must be able to perform the 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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