

## 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 Analyst – Sustainability and Climate Reporting

**Location:** Gold Coast

**Department:** Strategy and Sustainability

**Reports to:** General Manager, Strategy and Sustainability

**Reporting to this position:** Nil

## Position Purpose

To enable measurement, disclosure and accreditation of Queensland Airport Limited's sustainability and climate performance, by identifying, collecting, validating, calculating, understanding and reporting sustainability and climate data.

Key elements of the role include:

- Prepare and analyse QAL's carbon footprint including all GHG Protocol Scope 3 categories, automating this as far as possible and ensuring robust data governance and high data quality;
- Drive QAL's Airport Carbon Accreditation (ACA) application and renewals for all four airports and ensure these are delivered in line with Board commitments;
- Support the implementation and annual delivery of AASB S2 Climate-related disclosures for QAL, which is a Group 2 company;
- Implement tools to improve the effectiveness, cost, quality, transparency and/or speed of sustainability reporting, such as carbon accounting software and an energy usage dashboard;
- Act as Secretariat for QAL's Carbon Management Committee, preparing agendas, materials and minutes and driving progress against the Net Zero plan;
- Provide robust and timely sustainability and climate data to any other processes and accreditations such as the GRESB assessment, tenant emission calculations and/or sustainability-linked loans;
- Ensure robust governance and high quality of all sustainability and climate data, including checking and validating data, continually improving data sources and credibility, and educating our internal and external stakeholders in data provision; and
- Support the Sustainability team on ad-hoc data, analytic or other requests, as may be required.

## Position Role Requirements

**Objective 1: Prepare and analyse QAL's carbon footprint including all GHG Protocol Scope 3 categories, automating this as far as possible and ensuring robust data governance and high data quality.**

- Prepare quarterly unverified and annual verified carbon footprints for each airport, measuring progress against QAL's Net Zero target and any other emission reduction targets.
- Measure the impact of specific carbon reduction initiatives on the carbon footprint.
- Ensure that sources of activity and carbon data are well documented, credible and easily verifiable, maintaining good data records and organisation and clear and documented data flows.
- Reduce the time taken to prepare carbon footprints and improve data governance by working with other departments to streamline and consolidate data sources (e.g. getting activity data added to invoices, consolidating fuel suppliers).
- Remain abreast of updates to the GHG Protocol and other standards and ensure QAL's carbon footprint measurement reflects the latest standards and requirements.

**Objective 2: Drive QAL's Airport Carbon Accreditation (ACA) application and renewals for all four airports and ensure these are delivered in line with Board commitments.**

- Understand ACA requirements and ensure these are met.
- Prepare and maintain QAL's carbon management plan and stakeholder partnership plans and report progress against those plans.
- Support the calculation of target emissions trajectories and articulate realistic initiatives to deliver those trajectories.
- Submit Airport Carbon Accreditation (ACA) applications and renewals into the ACA portal and address ACA administrator queries.
- Implement and support initiatives that execute on the carbon management plan and stakeholder partnership plans.
- Assess and recommend when QAL should raise its ACA Level. Educate internal stakeholders on what this would require.
- Interface with any external stakeholders such as verifier and administrator for ACA upgrades and renewals.

**Objective 3: Support the implementation and annual delivery of AASB S2 Climate-related disclosures for QAL, which is a Group 2 company.**

- Play an active role in determining QAL's current gaps to AASB S2 Climate-related disclosures.
- Help develop the work plan to fill QAL's current gaps to AASB S2 Climate-related disclosures and then fill those gaps where appropriate (e.g. Climate Policy, materiality assessment).
- Establish, deliver and then continuously improve QAL's climate-related disclosures within the annual report in line with AASB S2, working closely with Finance and Strategic Communications.
- Establish and continuously improve processes, procedures and technology solutions to facilitate the quality, transparency and speed of AASB S2 Climate-related disclosures.
- Ensure QAL's AASB S2 Climate-related disclosures are implemented in such a way as to facilitate future sustainability, nature or human capital disclosures.
- Support implementation of new sustainability disclosures such as nature-related disclosures when appropriate.

**Objective 4: Implement tools to improve the effectiveness, cost, quality, transparency and/or speed of sustainability reporting, such as carbon accounting software and/or an energy usage dashboard.**

- Identify where tools might improve the effectiveness, cost, quality, transparency and/or speed of QAL's sustainability reporting (e.g. in calculating the carbon footprint, completing climate-related disclosures, understanding key carbon footprint drivers such as energy usage).
- Identify the different tools which are in market which might meet those needs.
- Assess the different tools and recommend which solution (if any) should be implemented.
- Support the implementation of tool(s) and drive the utilisation of those tools by internal and external stakeholders.

**Objective 5: Act as Secretariat for QAL's Carbon Management Committee, preparing agendas, materials and minutes and driving progress against the Net Zero plan.**

- Coordinate the QAL Carbon Management Committee and support the establishment of a Scope 3 Working Group (if appropriate).
- Manage and track implementation of QAL's Net Zero plan, including tracking the progress of all initiatives, understanding areas where there are challenges and working with the relevant internal stakeholders to adjust plans or timing as necessary.
- Propose new initiatives to support achievement of Net Zero on Scope 1 and 2 emissions by 2030 (e.g. reducing fuel usage and refrigerants, offsetting remainder).
- Support internal initiative owners in delivery of Net Zero plan initiatives through provision of sustainability expertise and convening cross-functional working groups.
- Maintain the Terms of Reference for the Carbon Management Committee.
- Prepare agendas and materials for the Carbon Management Committee, issuing materials at least two days in advance.
- Prepare and circulate minutes of the Carbon Management Committee within one week of committee meetings.

**Objective 6: Provide robust and timely sustainability and climate data to any other processes and accreditations such as the GRESB assessment, master plan reporting, tenant emission calculations and/or sustainability-linked loans.**

- Provide robust sustainability and climate data to external stakeholders (including shareholders) in a timely fashion.
- Ensure good records are maintained of data provided to external stakeholders, which can easily be tied back to a single source of truth on sustainability and climate data and QAL's climate-related disclosures.
- Anticipate and respond to questions about sustainability and climate performance from internal and external stakeholders, understanding and articulating the drivers of that performance simply and clearly, including through the use of charts.

**Objective 7: Ensure robust governance and high quality of all sustainability and climate data, including checking and validating data, continually improving data sources and credibility, and educating internal and external data providers.**

- Uplift governance on sustainability and climate data reducing manual processes, documenting clear process flows and implementing technology solutions where possible.
- Ensure activity data sourced for Scope 1, 2 and 3 is reasonable and complete, by conducting data checks to source, reviewing data provided against previous footprints and known activity and engaging regularly with our airport operations to ensure no changes to material sources of emissions.
- Continue to educate internal and external providers of data on the importance of the data and how to improve quality of data, uplifting both the quantity and quality of data received.
- Implement system validations and rules where possible, to automatically identify data anomalies for further investigation.

**Objective 8: Support the Sustainability team on ad-hoc data, analytic or other requests, as may be required.**

- Support the General Manager Strategy & Sustainability and the Sustainability team on other data and analytic requests, for example to support the development of various sustainability strategies, targets and/or initiatives.
- 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 9: 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 10: 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:** Finance, Data, Strategic Communications, Health, Safety & Environment, Operations, Assets, Planning, Commercial Revenue, management at all levels and all employees.

**External:** ESG teams at our shareholders, Consultants, Sustainability service providers, tenants, airlines.

### Key Capabilities Required to Perform Position

#### Educational Qualifications:

- Undergraduate degree (or equivalent) in financial accounting, reporting or auditing, and/or environment/ESG.

#### Professional Experience:

- 3+ years experience in a similar field.

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

- Attention to detail and diligence to ensure high data quality.
- Curiosity and desire to continuously learn, comfort with being on the forefront of understanding and implementing change as climate and sustainability reporting standards and requirements continue to evolve.
- Willingness to challenge the status quo and find better ways to do things, so the quality and speed of our sustainability and climate reporting continues to mature.
- Knowledge of AASB, ISSB, TCFD, GHD Protocol and TNFD and ideally experience in the application of these.
- Knowledge and experience of carbon footprint measurement, beneficial if in the aviation industry and using ACI's Airport Carbon and Emissions Reporting Tool (ACERT) but not required.
- Proficiency in building and managing complex Excel spreadsheets and managing large amounts of data and complex calculations.
- Comfort in preparing graphs, analyses and recommendations in PowerPoint.
- Comfort in adopting new technology solutions, for example to support climate and sustainability reporting.
- Knowledge of, or the ability to rapidly acquire knowledge of various accreditation programs such as the ACI's Airport Carbon Accreditation Program and the GRESB assessment.
- Ability to build strong relationships with internal and external stakeholders at all levels to ensure continued support and uplift in carbon footprint measurement and understanding.
- Self-starting with the drive and capability to take ownership and work independently.
- Sound task, planning and priority management and transparency around the same.
- Enjoy working in a high energy team.
- 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.*

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Name

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Date

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Signature