

Queensland Airports Limited Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar 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 Project Manager

Location: Gold Coast

Department: Property, Planning & Projects

Reports to: General Manager Projects

Reporting to this position: Project Manager(s)

Version Number	Date Updated	Version Reviewed/GM approved by
2	23 July 2025	Travis Callaghan

Position Purpose

Responsibility for the planning of airport infrastructure and management of a portfolio of multidiscipline projects, from inception (Project Proposal) through to delivery (Project Close-Out / Handover) at all Queensland Airports Limited (QAL) ports.

The Senior Project Manager will provide leadership in the identification and planning of future major capital works projects to ensure infrastructure meets the needs of future airport growth, as outlined in the Master Plan.

Position Requirements

Objective 1: Planning

- Input into the drafting of Master Plan and the Development Plans (as required).
- Monitor identified potential capital developments for implications arising from Master Plan and Airport Environment Strategy goals, intentions and implementation statements.
- Liaise with General Manager Projects on resourcing of projects.
- Provide technical assistance for input into Project Proposals and Business Cases with the Project Owners and/or stakeholders for the outline of the project functional needs and deliverables.
- Development of procurement strategies and delivery programmes.
- Guide the projects through the project planning phase on aspects of definition, feasibility, options assessment, programming and risk assessment.

Objective 2: Concept Design, Approvals and Detailed Design

- Develop design briefs and develop concepts.
- Selection and appointment of consultants based on performance, team and price.
- Review designs, at stages, for adequacy to meet Design/Client Brief.
- Assist Project Owners with the development of Board and Information Papers.
- Guide the project through ABC /AEO applications and certification requirements.
- Monitor designs for compliance with regulations, policies and standards.
- Manage regulatory approval process for compliance with QAL's Standards and the Airport Building Control Act.
- Brief Consultants and Contractors on responsibilities in the Airport's Environment Strategy and drafting of Construction Environment Management Plans (CEMP).

Objective 3: Project Management/Construction Management

- Assist with the appointment and management of external project resources for design, tendering and contract administration of construction work.
- Utilise the QAL framework for driving projects.
- Oversee the management during the construction phase.
- Manage the transfer (handover) of projects upon completion to the project owner
- Ensure that consultant and contractors consider risk mitigation and WH&S impacts in his designs and construction techniques.

Version Number	Date Updated	Version Reviewed/GM approved by
2	23 July 2025	Travis Callaghan

- Guide projects to ensure that Consultant and Contractors consider risk mitigation and WH&S impacts in designs and construction techniques.

Objective 4: Communication and Reporting

- Lead the establishment and chairing of Steering Committee and Projects Control Group, as required or as directed by the General Manager Projects.
- Lead and oversee the preparation and presentation of comprehensive project reports driving your team to analyse scope, time, quality and cost.
- Champion adherence to project management guidelines and cost control frameworks, coaching team members on best practices and accountability.
- Ensure documentation presented in a concise, clear and professional manner while mentoring the team on effective stakeholder communication.
- Lead the development of detailed action plans, translating high-level strategy into clear team tasks, milestones and ownership.
- Ensure that risk, design, quality, safety and environmental plans and reviews/audits are undertaken.
Provide leadership in applying PMBOK principles, mentoring team members in structured methodologies, tools and detailed documentation.
- Prepare timely advice, reports, technical papers and practical recommendations for Executive Committee direction.
- Assist in preparation of capital expenditure proposals and undertakings to prioritise projects and activities which enhance shareholder value.
- Engage in public presentations (as 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.

Objective 6: Management, Leadership and Relationship Building

- Collaborate, communicate and effectively influence others to ensure optimal outcomes and delivery of project requirements and overarching QAL strategies.
- Demonstrate quality leadership practices that fosters a positive inclusive and high-performance culture. Promote teamwork, engagement, two-way communication and a focus on continuous improvement.
- Recruit, identify training needs, monitor and coach to ensure direct reports are effectively achieving the goals set and agreed to.
- Communicate company and corporate policy, procedures, initiatives, training and other messages effectively to employees and key stakeholders on the airport and in the community.
- Act as a role model of corporate values.

Version Number	Date Updated	Version Reviewed/GM approved by
2	23 July 2025	Travis Callaghan

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 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.

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:

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Demonstrate proactive, positive involvement as part of the team

Version Number	Date Updated	Version Reviewed/GM approved by
2	23 July 2025	Travis Callaghan

- 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:* Team members 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 DIRD, DoE, CASA and Airservices Australia) and the Community

Key Capabilities Required to Perform Role

Educational Qualifications:

- Tertiary qualifications in engineering or related discipline.
- Chartered Professional Engineer (desirable).

Professional Experience:

- Professional project manager or project engineer.
- At least 10 years of project management and/or engineering experience,
- Experience in airport planning, design or development (desirable).
- The role requires an experienced airport project manager with proven ability to deliver projects from the Project Proposal (concept) stage through to completion.

Specific Job Knowledge, Skills and Abilities:

- A proven track record in project management in complex projects.
- Superior management, communication and reporting skills.
- A good understanding of customer service.
- Effective time and resource management skills.
- Graduate or post graduate qualifications in business or a related discipline.
- Extensive contacts in government, air transport and engineering sectors.
- Proficient in project management techniques and tools.
- Extensive knowledge of contractor management compliance to relevant statutory regulations in relation to risk mitigation and WH&S.

Version Number	Date Updated	Version Reviewed/GM approved by
2	23 July 2025	Travis Callaghan

- Ability to meet drug and alcohol requirements and hold an Aviation and Security Identification Card (ASIC).
- Electronic document control and information management experience.
- Proficient IT skills, with working knowledge of Microsoft Office.
- The ability to plan and meet deadlines.
- Strong attention to detail.
- Highly motivated with an ability to work independently to carry tasks to completion with minimal supervision.
- Strong leadership experience and ability to deliver through others.
- Strong commercial acumen, interpersonal and presentation skills.
- Demonstrated experience in driving continuous improvement initiatives.

Certificates:

- First Aid Certificate (desirable).
- Queensland Construction White Card

Physical Demands:

- Must be able to perform 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 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

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