

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: Operational Readiness Activation and Transition (ORAT) Project Manager

Location: Gold Coast

Department: Property and Infrastructure

Reports to: General Manager Property and Infrastructure

Reporting to this position: ORAT Consultant & ORAT Co-ordinator

Position Purpose

Responsible for delivering the Operational Readiness Activation and Transition (ORAT) implementation for Gold Coast Airport's major redevelopment projects including the Southern Terminal Expansion (STE), Airside Processing Zone (APZ). This role will manage the interface between the project management teams, the ORAT consultants, internal Gold Coast Airport stakeholders and other external stakeholders, to ensure the appropriate systems, processes and resources are developed and maintained to successfully transition to a new operation.

Gold Coast Airport is currently undertaking a \$370 million expansion and redevelopment program called Project LIFT. Project LIFT consists of several main components, with the two key remaining packages including the Southern Terminal Expansion (STE) and the Airside Processing Zone (APZ). The STE includes the construction of a new three level international terminal, including aerobridges, to the south end of the existing terminal. International property and infrastructure group, Lendlease, was appointed in February 2019 to deliver the STE building under a Design & Construct Contract. The international operations are scheduled to move into the new terminal in the second quarter of 2022. The APZ project will relieve congestion in the departure lounge by providing a separate queueing space where passengers can be processed by the airline prior to boarding the aircraft. The APZ is currently under construction and is scheduled to become operational in the second half of 2021.

Job Role Requirements

Objective 1: Project Management

- Lead and manage the ORAT process with the nominated ORAT consultant from current state to activation of the new APZ and STE projects.
- Manage and support the ORAT consultant in the production and implementation of an ORAT strategy paper and master plan for the STE and APZ projects
- Manage the preparation and development of the Operational/Maintenance Readiness Plan including coordination of inputs from the appropriate operational stakeholders, such as: day-in-the-life planning, process and procedure adjustments, asset handover arrangements, possession planning for build/test/commission, migration of systems, maintenance planning; spares and logistics arrangements, and other activities, to ensure a seamless transition of new or altered assets to the end user.
- Manage and coordinate consultant/s and stakeholders to develop Concept of Operations (CONOPS) based on the current design including document control of CONOP documents and issue to relevant stakeholders/project and design team.
- Coordinate and/or develop Familiarisation, Induction, Trials and Training Plans with the nominated ORAT consultant. Liaise with additional specialty consultants and stakeholders as required including building contractors.
- Coordinate ORAT activities with building contractor for commissioning and provision of access to site with relevant stakeholders ensuring and contractual obligations are being met.

Objective 2: Communication and reporting

- Lead, develop and maintain the ORAT programs and report against key project milestones.

- Lead, develop and maintain the ORAT budget and performance plans to ensure objectives are met efficiently and within budget.
- Manage the interface between project management teams and internal and external stakeholders including driving agreement on operations requirements and specifications to ensure the communication of information and understanding of requirements.
- Establish communications channels and methods for effective communications of the plans and changes in the plans as they occur. Identify and develop contingency plans to address potential issues including triggers for their implementation.

Lead and coordinate internal reporting ORAT meetings to the ORAT control group to advise general status updates on ORAT including progress, program, budget, risk, opportunities and terminal opening strategies.

Objective 3: 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

Objective 4: 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

Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

Innovation

- We think differently
- We are creative
- We share our experience to build new ideas

Accountability

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

Integrity

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

Passion

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

Excellence

- We have high performance standards
- We add value and deliver quality
- We embrace change and deliver outcomes

Key Stakeholders

Internal: Internal GCA stakeholders including but not limited to:

- Operations (terminal and airfield);
- Commercial
- Security;
- Technology;
- People and Culture;
- Ground Transport;
- Property & Infrastructure; and
- Assets

External: External stakeholders including but not limited to:

- ORAT and other specialist consultants;
- Contactors;
- Airlines and ground handlers;
- Retailers;
- Government agencies; and
- ARFF

Key Capabilities Required to Perform Role

Educational Qualifications:

- Graduate or post graduate qualifications in engineering / project management or equivalent program

Professional Experience:

- Experience in infrastructure planning, design and project management of medium to large projects.
- Minimum 4 - 5-year experience in project management delivering property and infrastructure works from inception to delivery and close out
- Experience within airport environment (desirable)

Specific Job Knowledge, Skills and Abilities:

- Proven capability and experience in ORAT or operational interfaces in airport and/or airline projects is highly desired. Understanding of all stages of project development from project initiation through development, design, construction, commissioning and operational readiness.
- Aviation or industry experience with an operational focus.
- Project management experience managing numerous stakeholders in a multidisciplinary environment.
- Proven ability in organisational, strategic, project, and operational planning.
- Proven business acumen and management skills with the ability to build a culture of accountability and performance
- Demonstrated problem solving and analytical skills with the ability to work through issues with moderate complexity and guide and/or coach others in the resolution of problems
- Highly developed and demonstrated communication and interpersonal skills to engage with, influence and build and maintain relationships with stakeholders

Certificates:

- First Aid Certificate (desirable)

Physical Demands:

- Must be able to perform required physical 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 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