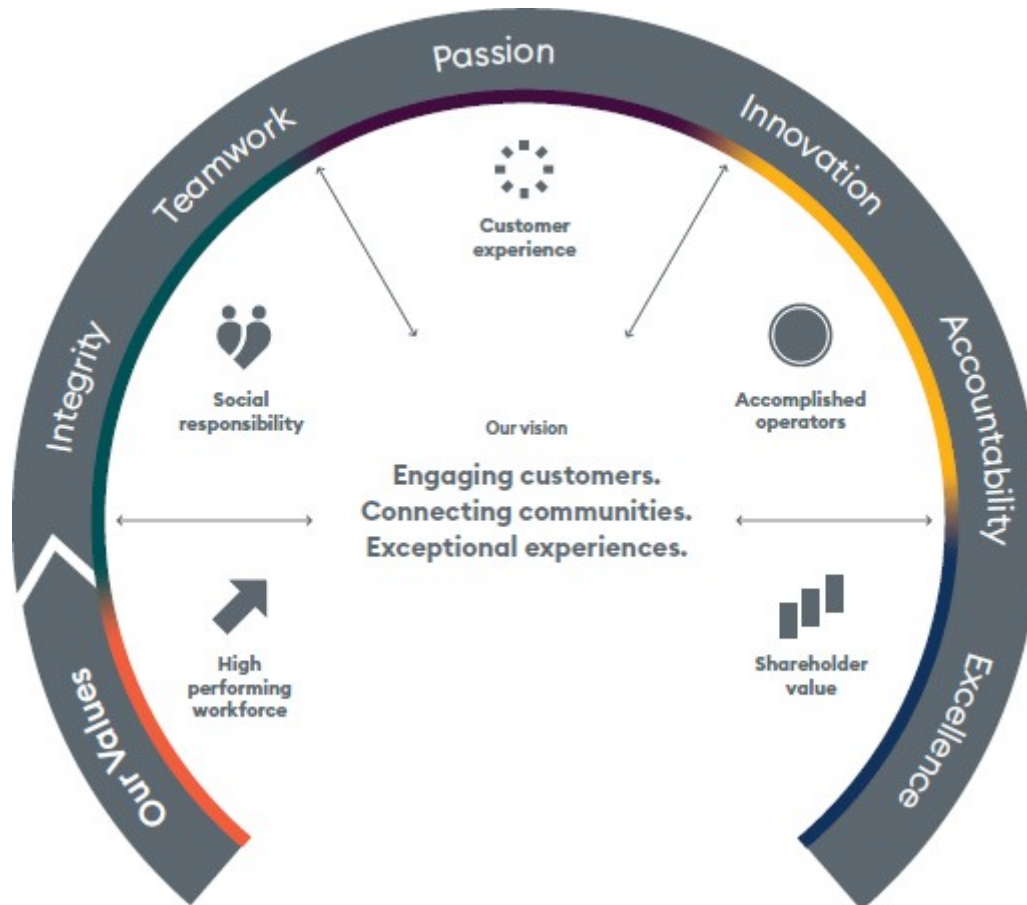


Queensland Airports Limited Role Description



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:	Project Manager
Location:	Gold Coast
Department:	Property & Infrastructure
Reports to:	Senior Project Manager
Reporting to this position:	Nil

Position Purpose

To assist the Project Owners to deliver commercially successful and fit for purpose projects and to assume the responsibility for the overall direction, coordination, implementation, execution, control and completion of major capital works projects ensuring consistency with the Corporate Vision, Mission and Strategic Direction.

The Project Manager will assist in identifying future major capital works projects to ensure the provision of infrastructure meets the requirements for the future airport growth as presented within the Master Plan.

Job Role Requirements

Objective 1: Planning

- Provide technical assistance for input into project business cases with the Project Owner for the outline of the project functional needs and deliverables.
- Guide the projects through the project planning phase on aspects of definition, feasibility, options assessment, programming and risk assessment.
- Ensure that concepts are consistent with relevant planning legislation and airport master plans.
- Liaise with external stakeholders to ensure compliance with regulatory requirements.
- Assist in identifying and planning of new major capital works projects for airport precinct growth.

Objective 2: Concept Design, Approvals and Detailed Design

- Developing technical design briefs and concepts to ensure that projects are appropriately scoped.
- Develop preliminary concept, detail design work and obtaining cost estimates.
- Establish delivery method and programme.
- Review designs, at stages, for adequacy to meet design/client brief.
- Assist Project Owners with the drafting of Board Papers, including formatting, justification, and business case needs.
- Guide the project through all regulatory applications and certification requirements.
- Monitor designs for compliance with regulations, policies and standards.
- Brief Consultants and Contractors on responsibilities in the Airport's Master Plan and drafting of Construction Environment Management Plans.
- Procure and manage Consultants to ensure value for money solutions are obtained.

Objective 3: Project Management/Construction Management

- As the Project Manager for projects, implement and manage project resources for tendering and contract administration in accordance with QAL procurement policies and procedures.
- Manage and oversee the management and delivery of capital works projects.
- Appointment and management of external project resources as required and oversee the management during the construction phase.
- Manage the transfer (handover) of projects upon completion to the Project Owner.

- Complete projects for the function designated in the business case to the specified quality, time, cost and scope parameters.
- 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

- Establish and organise relevant Steering Committee and Projects Control Groups, as required, or as directed by the GM Infrastructure.
- Establish effective communication with the Airport management team.
- Ensure reports for projects are presented covering key parameters of scope, time, quality and cost.
- Ensure documentation presented in a concise, clear and professional manner.
- Ensure that contractors risk, quality, safety and environmental plans are followed and relevant reviews/audits are undertaken.
- Provide quality internal and external customer service.

Objective 5: Environment

- Ensure that consultants and contractors are adequately briefed on responsibilities under the Airport's Environment Strategy and Construction Environment Management Plans
- Develop action plans for activities with the potential for adverse environmental impacts
- Ensure that environmental audits and reviews are undertaken

Objective 6: Project Participation / Innovation / Continuous Improvement

- Continuously strive for improvement of departmental processes.
- Participate in team workshops and activities.
- Encourage consultants and contractors to recommend innovative solutions to project design and construction issues, which will provide a better product for the Project Owners

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 QAL.
- 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.
- Other responsibilities as outlined in the QAL WHS management system.
- Adhere to the Environmental Management System (EMS) as relevant to your work activities.
- Attend EMS related training.
- Ensure the QAL Contractor Management and QAL WH&S policies are followed.
- Adhere to relevant aviation safety and security requirements.
- Ensure that works are undertaken in accordance with relevant security requirements.
- Ensure that works are undertaken in accordance with relevant Airport Acts, Regulations and Standards.

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: Employees and management at all levels

External: Contractors, Consultants, Stakeholders, Government Agencies, Regulators, Airline Operators and the Community

Key Capabilities Required to Perform Role

Educational Qualifications:

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

Professional Experience:

- Experience in design, documentation and construction supervision of small to medium projects
- Minimum 5 year experience in project management delivering built form works from inception to delivery and close out
- Experience within airport environment (desirable)

Specific Job Knowledge, Skills and Abilities:

- 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).
- Ability to travel and stay at regional airport locations for periods of time, as required.

Certificates:

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

Physical Demands:

- Must be able to perform 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 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