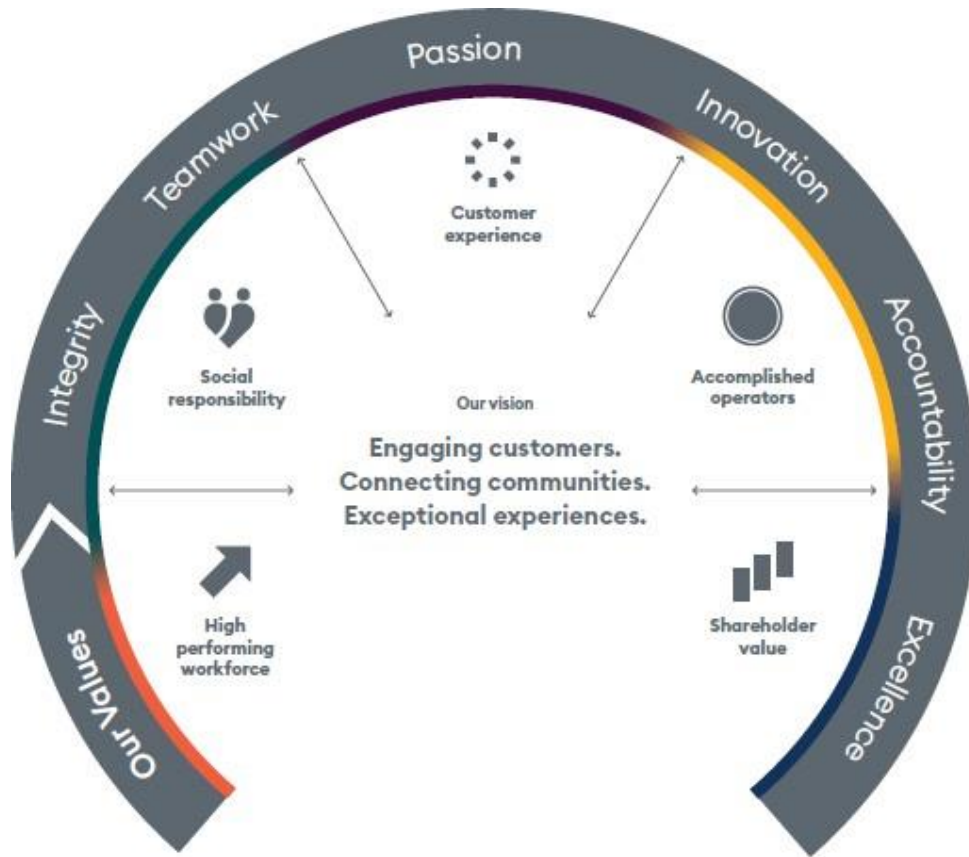


Gold Coast Airport Pty Ltd (GCA) Role Description



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: General Manager Asset Services

Location: Gold Coast

Department: Asset Services

Reports to: Chief Operating Officer

Reporting to this position:
Terminal Maintenance and Baggage Systems Manager
Manager Assets and Services
Electrical and Ground Maintenance Manager

Position Purpose

Reporting to the Chief Operating Officer (COO), the General Manager Asset Services is accountable for leading and directing the Asset Services team. The position is responsible for the development and effective, timely implementation of GC's assets strategy and within this, ensuring that GCA's assets comply with all relevant legislation and meet or exceed all GCA's customer and stakeholder expectations.

Key deliverables associated with this role include budgetary performance, legislative compliance, stakeholder satisfaction and service delivery through effective asset management.

Job Role Requirements

Objective 1: Management & Leadership

- Lead and develop the Asset Services Team by demonstrating quality leadership practices that promote teamwork, encourage communication and delivers continuous improvement to deliver business plan objectives
- Communicate company and corporate policy, procedures, initiatives and other messages effectively to employees, contractors and key stakeholders on the airport
- Develop, implement and monitor change management strategies in consultation with the COO
- Monitor direct reports' performance and outcomes against agreed goals/targets
- Recruit, identify training needs, manage performance and/or conduct of direct reports in accordance with company policies
- Act as a role model of corporate values

Objective 2: Asset Optimisation, Management, Performance and Resilience

- Oversee the development and delivery of strategic and operational plans to manage the cost-effective operation and ongoing management of GCA's assets and facilities; ensuring maximum efficiency, asset optimisation, quality standards and effective use of external service providers is realised.
- Oversee the commissioning of new GCA assets in particular the Southern Terminal Expansion (STE) and Airside Processing Zone (APZ) ensuring that asset management plans, and maintenance agreements are in place to deliver on warranty expectations and operational objectives.
- Ensure all assets are registered and managed through the Asset Management System
- Overall responsibility for utility services delivery & pricing to tenants
- Ensure that asset systems and equipment operate within manufacturers guidelines and comply with relevant safety standards; in particular, Electrical Distribution Systems to comply with Qld Electrical Safety Regulations & Airfield Ground lighting to comply with Civil Aviation Safety Authority Regulations

Objective 3: Budget Preparation & Expenditure Control

- Responsibility for preparation and expenditure of the Asset Services Budget
- Assist departmental General Managers prepare and manage the R & M component of their yearly budgets
- Control expenditure to achieve business plan objectives

Objective 4: Project Management

- Partner at a senior level and assist General Managers with project works to achieve Business Plan objectives
- Provide assistance to QAL project team to achieve Business Plan objectives
- Preparation and presentation of business proposals for the Executive team and the QAL Board where required (i.e. capital project expenditure)
- Direct minor project work for Asset Services team
- Undertake an effective project leadership role, when required.

Objective 5: Reporting

- Provide input into Department Manager monthly reports
- Produce detailed information reports as required (e.g. Staffing/ training requests)

Objective 6: Project Participation / Innovation / Continuous Improvement

- Foster and maintain relationships with internal stakeholder, and all applicable external agencies and organisations to facilitate achievement of the airport's objectives.
- Continuously seek cost efficiency measures without impacting safety, quality, and service objectives
- Continually strive to improve all processes, procedures and systems to enhance workplace efficiencies and outcomes
- Lead the exploration and assessment of innovation for assets improvements to meet the business goals

Objective 7: Workplace Health & Safety, Culture, Risk, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Ensure that members of the Asset Services team are aware of, understand, support and comply with applicable laws, policies and procedures relating to legal compliance, work health and safety (WHS), equal opportunity and anti-discrimination, security and environment.
- Ensure that all team members participate in any training identified as required in relation to the above.
- Ensure that all team members are involved in the identification, reporting and management of business risks and workplace incidents (including, but not limited to, those relating to WHS, Security and Environment) and participate as required in any investigation process undertaken relating to an incident.
- Ensure all maintenance activities associated with the terminal buildings, commercial buildings and all airport infrastructure are managed in a professional cost effective, safe and environmentally sustainable manner.
- At a high level, oversee the approval for specifications for all works ensuring appropriate induction and supervision of contractors carrying out the works.
- 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
- Other responsibilities as outlined in the QAL WHS management system
- 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: Management of staff at all levels

External: External stakeholders, Federal, State and Local Government

Key Capabilities Required to Perform Role

Educational Qualifications:

- Tertiary qualifications in a relevant discipline such as Business, Project Management, Electrical or Mechanical Engineering

Professional Experience:

- Asset management experience in a large complex environment
- Leading a diverse team
- Project management experience
- Budget preparation and expenditure control experience
- Asset and contract management experience
- Interpretation of building codes, government acts, regulations and policies experience, administration experience
- Engineering maintenance experience in a wide range of assets including utility services (power, water and sewerage reticulation, telecommunications)
- Sound knowledge of contract and contractor management

Specific Job Knowledge, Skills and Abilities:

- Strong written and verbal skills
- Strong computer literacy (Microsoft Office suite,)
- Sound problem solving, decision making and negotiation skills
- Sound organisational, time, task and priority management

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 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