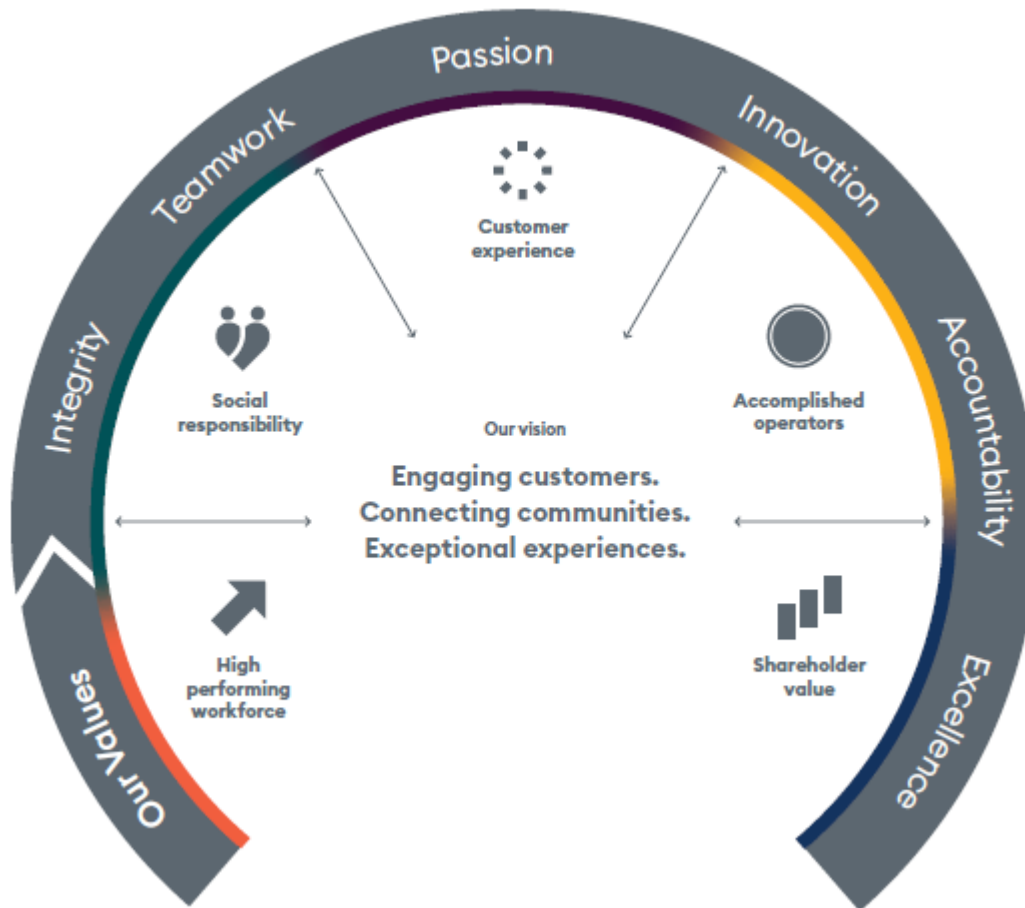


Queensland Airports Limited Role Description



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: Environment Project Coordinator

Location: Gold Coast

Department: HSE/Operations

Reports to: General Manager Health Safety Environment

Reporting to this position: Nil

Position Purpose

This role is to deliver two key projects, the Airport Carbon Accreditation (ACA) Program and the Net Zero Project, which is a requirement for ensuring GCA and QAL continue on our carbon management and reduction trajectory. The focus of the role will ensure that QAL are well placed to collect, review and report on consumption data that will then be used to maintain accreditation to the Airports Council International ACA Program.

The role will provide ACA project management and will be ultimately be responsible for delivering the ACA certification across all QAL ports. This project role will need to establish robust and sustainable data gathering and storage processes that ensure our organisation can confidently move forward with ACA into the future. The role will also ensure that all stakeholders are kept informed and updated on the journey back to certification. The role will identify any risks and work to ensure all risks are mitigated..

The role will also be responsible for working on the Net Zero Target project, working closely with business partners as a key contact within the company, to ensure a smooth transition and delivery of the QAL Net Zero Business Plan.

The role will ensure that where applicable, we are operating within the applicable Environmental Legislation and relevant standards.

Job Role Requirements

Objective 1: ACA Project – Accreditation

- Review and comprehend the current status of the ACA program and accreditation.
- Develop a robust and effective project plan to collate all relevant ACA data to enable GCA to validate and quantify carbon footprint over the past 3 to 5 years.
- Engage with external consultants for key stages of the project.
- Liaise with Airports Council International (ACI) and external stakeholders to ensure the project is developing effectively.
- Provide regular reporting on the ACA project progress and present this to senior management, where required.
- Lead the environmental principals and directives relating to ACA project.

Objective 2: Net Zero Project

- The QAL Net Zero Target and Business Plan Project will begin in early 2022. Many of the requirements that allow us to map consumption and collate data for ACA will be used to determine current usage models and establish a clear base line with which to project our pathway to a net zero emission status.
- As the coordinator for the ACA project, you will also be required to work with the NZT team to ensure they have all the required information with which to model and trace our trajectory to zero
- Assist the NZT team with any requirements internal to QAL including presentations and building of internally required processes to ensure the success of the program.

Objective 3: Administration, Reporting and Record Keeping

- Create and maintain records in accordance with record keeping and Environment Management System (EMS) requirements..

- Ensure effective administrative responsibilities relating to the projects are fulfilled.

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 Workplace Health and Safety (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 the location's EMS as relevant to your work activities.
- Attend and actively participate in EMS related training.
- Adhere to relevant aviation safety and security requirements.

Individual Behaviour Expectations

QAL employees are 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 and the Community

Key Capabilities Required to Perform Role

Educational Qualifications:

- Completed tertiary studies in an environment or science field, or equivalent

Professional Experience:

- Minimum 3 years' experience in a similar field

Specific Job Knowledge, Skills and Abilities:

- Knowledge of or the ability to rapidly acquire knowledge of environment legislation and standards relevant to the GCA and airports.
- Knowledge of or the ability to rapidly acquire knowledge specific to the Airport Carbon Accreditation program and generally how it may be relevant to QAL ports.
- Experience working with regulatory agencies.
- Solid communication skills, both written and verbal, including but not limited to, creating and presenting reports, briefing papers, training programs.
- Experience in analysing technical information and presenting findings in graphical and written formats.
- An ability to take ownership and lead independent work, with minimal direction.
- Good computer literacy (Microsoft Office suite, SharePoint etc.).
- Sound problem solving and decision making skills.
- Sound organisational, time, task, planning and priority management.
- Able to meet prerequisites for obtaining appropriate level of aviation security clearance.

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