

Queensland Airports Limited

Role Description

Position Title:	Development Manager
Location:	Gold Coast
Department:	Property and Infrastructure
Reports to:	General Manager Infrastructure
Reporting to this position:	Nil

Position Purpose:

The Development Manager will assume responsibility for the planning and management of various Major CAPEX projects, as directed by the GM Infrastructure from inception to delivery.

Corporate Vision, Mission and Strategic Direction

Vision

Engaging customer, connecting communities, exceptional experiences

Our Mission

To be the best regional airport owner and operator in Australia

Strategic Pillars



Our five pillars guide our strategic direction. Within each pillar area strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions.



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.
- Negotiate with authorities to determine conditions of development and compliance.
- Assist in identifying and planning of new Major CAPEX projects for airport precinct growth.
- Liaise with GM Infrastructure on resourcing of projects.

Objective 2: Concept Design, Approvals and Detailed Design

- Manage preparation of Development Applications suitable for lodgement with Local Councils.
- Manage preparation of MDPs required under the Airports Act 1996.
- Manage approval processes such as building and operational works.
- Develop design briefs for procurement of consultants and contractors where required.
- Arrange for delivery of preliminary concept, detail design work and cost estimates.
- Establish delivery method and programme.
- Review designs, at stages, for adequacy to meet Design Brief and conformance with regulatory authority, policy and Australian Standard requirements.
- Assist Project Owners with the drafting of Board Papers, including formatting, justification, and business case needs.
- Guide the project through relevant approval and certification processes.
- Brief consultants and contractors on responsibilities in the Airport's Master Plan and drafting of Construction Environment Management Plans.

Objective 3: Project Management

- Assist with the appointment and management of external project resources for tendering and contract administration of construction work as deemed required.
- Oversee the management of the construction phase utilising either internal or external project management resources.
- Manage the transfer (handover) of projects, upon completion, to the Project Owner.
- Complete projects for the designated function to an acceptable quality standard within the time and cost limits.
- Guide projects to ensure that consultant and contractors consider risk mitigation and HSE impacts in designs and construction techniques.
- Ensure that projects meet all gateway, governance and reporting requirements of the Project Management Office (PMO).

Objective 4: Communication and Reporting

- Establish and organise relevant Steering Committee and Projects Control Group, as required or as directed by the GM Infrastructure.
- 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: Project Participation / Innovation / Continuous Improvement

- Assist, where required, in the improvement of departmental processes.
- Participate in team workshops and activities.
- Attend, where suitable, conferences and external workshops to keep up to date on relevant innovations suitable to planned projects.
- 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 6: Workplace Health and Safety, Environmental

- Take reasonable care for your health and safety.
- Take reasonable care that your acts or omissions do not adversely affect 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.
- Raise and consult with senior management on any implementation of WHS requirements within your work group area.
- Improve communication and awareness of WHS requirements within your work group area.
- 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.
- Ensure the QAL Contractor Management and QAL WH&S policies are followed.

Individual Behaviour Expectations

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

Teamwork

- Accepts responsibility
- Works collaboratively
- Effectively communicates
- Values diversity

Innovation

- Challenge the status quo
- We do things differently
- Confidence to put forward and test innovative ideas
- Embraces challenges

Accountability

- Takes responsibility
- Ethical
- Minimal supervision
- Accountable for own standards of work

Leadership

- Clear vision
- We are empowered
- Treat each other equally

Integrity

- Trustworthy
- Acts with honesty and sincerity
- Demonstrates fairness
- Ethical in our dealings
- Act in the best interest of our stakeholders
- Act on promises
- Does the right thing

Passion

- Displays positive energy, optimistic
- Inspires others
- Love what you do
- Actively enhances competencies and capabilities through technical and professional development

Excellence

- Strive to be the best
- Challenge ourselves
- Exceed expectations

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:

- Tertiary qualifications in civil engineering or related discipline.

Professional Experience:

- Minimum 5 years' experience in relevant field.
- Experience in property/subdivision development and local council land development processes.

Specific Job Knowledge, Skills and Abilities:

- A proven track record in project management.
- Effective project management skills including:
 - Time, resource, cost, scope and quality management
 - Stakeholder management
 - Procurement management process
- Effective written and verbal communication.
- Ability to travel and stay at regional airport locations for periods of time, as required.
- Organised and motivated.
- Rudimentary ability with AutoCAD (desirable).
- 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.

Certificates:

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

Physical Demands:

- Must be able to stand and exert well-paced mobility for duration of shift
- Must be able to bend, squat, stretch and lift to fulfil tasks

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

Approved by Line Manager (Signature and Date)		
Reviewed by HR (Signature and Date)		
Version:		Date: