

Queensland Airports Limited

Role Description

Position Title:	Corporate Solicitor
Location:	Gold Coast
Department:	Legal and Governance
Reports to:	General Counsel and Company Secretary
Reporting to this position:	Nil

Position Purpose:

To support the General Counsel in ensuring that Queensland Airports Limited (QAL) Group companies comply with all legal and statutory requirements and provides reliable, timely and high quality advice and service to the QAL Group.

This position will be responsible for providing expert legal support on a broad range of issues impacting QAL with a particular focus on property and leasing matters.

Corporate Vision, Mission and Strategic Direction

Vision

Engaging customer, connecting communities, exceptional experiences

Our Mission

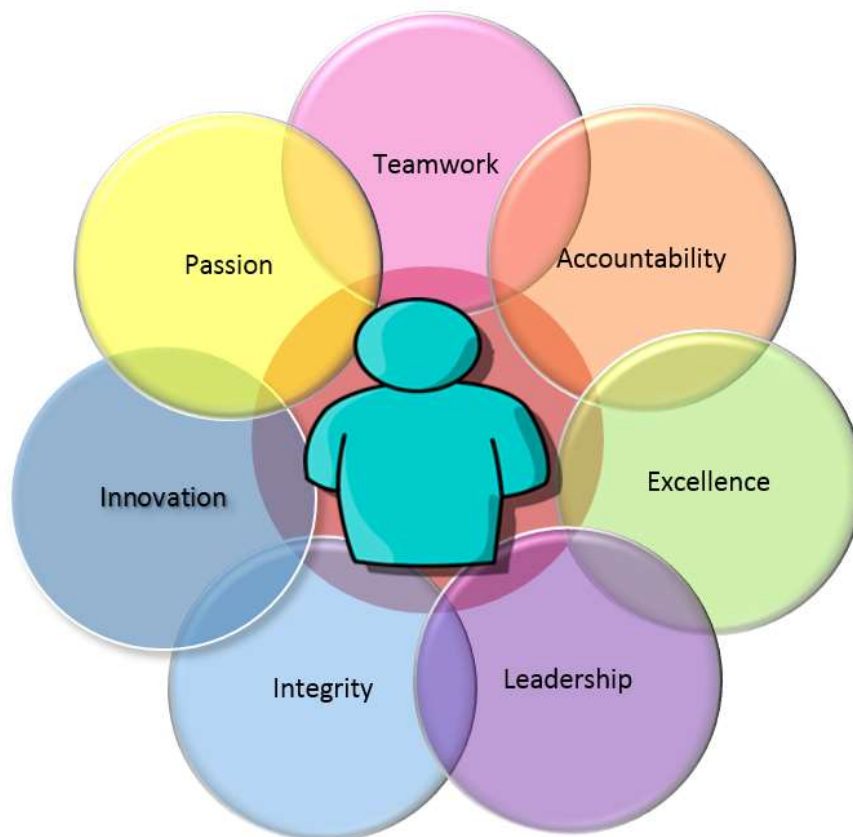
To be the best regional airport owner and operator in Australia

Strategic Pillars



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

Organisational Values



Job Role Requirements

Objective 1: Legal and Regulatory Affairs

- Support the General Counsel with all major legal matters within the QAL group including property leasing and development, regulatory obligations and general commercial transactions
- Reviewing, negotiating, drafting and advising on commercial contracts including real property transactions including leases, licences and easements
- Liaise with key stakeholders in relation to matters relating to governance and probity, as well as providing advice and supporting other senior managers in relation to their regulatory interactions
- Briefing senior management on material legal and regulatory matters
- Assist in developing and maintaining core legal, governance and probity policies and procedures within the organisation
- Ensure compliance with all statutory filing and regulatory reporting, working with Senior Management to ensure all reporting is correct and accurate
- Monitor changes in all relevant legislation and the regulatory environment and providing advice to Senior Management in relation to same
- Assist with ensuring compliance with and maintenance of airport head leases including managing the annual review of same by the Department of Infrastructure

Objective 2: Ethical and Responsible Leadership

- Support the General Counsel to embed high standards of ethical corporate conduct and understanding of effective decision making and corporate governance framework across QAL
- Assist with developing policies, processes and systems that ensure QAL complies with its legal and statutory requirements
- Manage risk by maintaining awareness of, and responsiveness to, legal and regulatory, reputational and commercial factors and assessing their potential to impact on QAL's business.

Objective 3: Project Participation / Innovation / Continuous Improvement

- A proactive, positive involvement as part of the Legal and Governance team
- Timely and effective management and ongoing innovation of system processes
- Seek to continuously improve processes and build strong working relationships with internal and external customers.

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
- 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

- 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: Tenants, contractors, consultants, stakeholders and the community

Key Capabilities Required to Perform Role

Educational Qualifications:

- Tertiary qualification in Law (or related discipline)

Professional Experience:

- Preferably 3 - 6 years post-admission experience, specialising in property and leasing

Specific Job Knowledge, Skills and Abilities:

- Well-developed conceptual, analytical and problem solving skills with sound pragmatic judgement and decision making ability
- Strong relationship management skills
- Ability to adapt quickly to changing requirements and support others through the process of change
- Strong organisational and prioritising skills with excellent accuracy and attention to detail
- Ability to network in legal, commercial, property and general communities
- High level confidentiality, sensitivity, discretion and integrity
- Highly developed written and oral communication skills

Certificates:

- Currently holding, or eligible to hold, a practising certificate

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: