

Queensland Airports Limited

Role Description

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| Position Title: | Commercial Coordinator |
| Location: | Gold Coast |
| Department: | Commercial |
| Reports to: | General Manager Commercial |
| Reporting to this position: | Nil |

Position Purpose:

To provide support to the Commercial team by facilitating day to day and project related tasks. The role includes administration and project implementation tasks for car parks, ground transport and retail and assisting in the implementation of Commercial initiatives.

Corporate Vision, Mission and Strategic Direction

Vision

Engaging customer, connecting communities, exceptional experiences

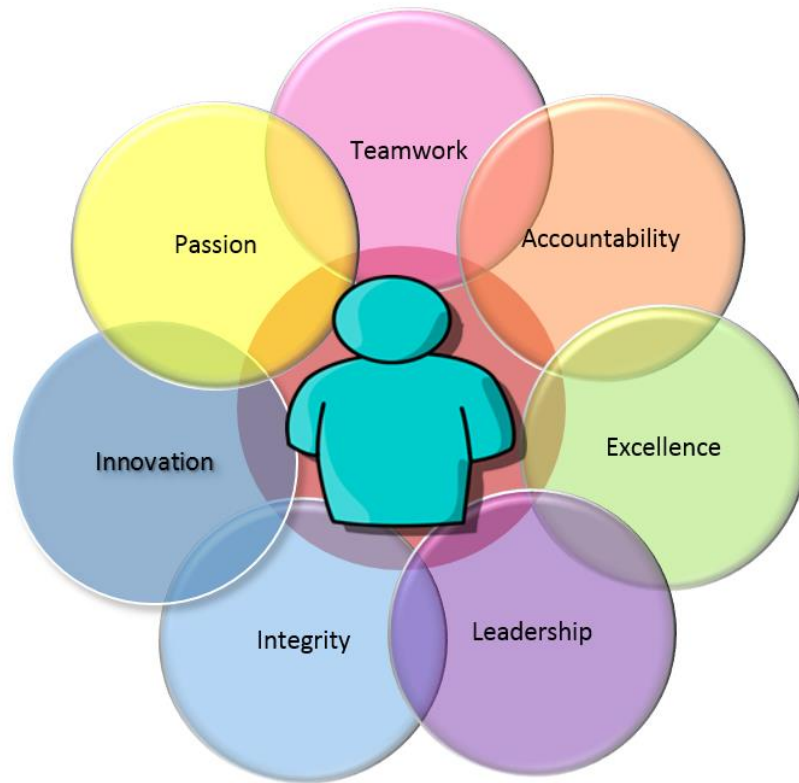
Our Mission

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.



Job Role Requirements

Objective 1: Commercial Support

- Provide support to the Concessions Manager in relation to Commercial systems and processes.
- Maintain Commercial Contacts Register
- Coordination of events and meetings including GT Advisory Groups, morning teas and other events as requested.
- Provide customer service to business unit stakeholders including responding to requests and enquiries.
- Facilitate communication between business unit stakeholders.
- Assist with the implementation of commercial initiatives
- Other ad hoc requirements including Commercial administration and reporting support.

Objective 2: Ground Transport Support

- Support the Ground Transport Manager with administration of time in attendance system including creating/updating staff rosters and timesheet authorisations.
- Provide administrative support in relation to Ground Transport systems and processes including PIN's, Ground Transport account application process, RFID management, staff parking and FOB management.
- Liaising with Ground Transport partners and be a point of contact for service support and accounts.
- Support Ground Transport Manager with day to day projects, marketing and signage.

Objective 3: Project Representation

- In consultation with the relevant managers, coordinate and prepare a Ground Transport and terminal operational plan that supports the overall plan in conjunction with Manager Commonwealth Games Planning and Operations.
- Represent the Commercial team on project meetings in relation to Project LIFT relevant to the retail layout and design.
- Be the point of contact for any other dedicated projects relevant to the Commercial team and BAU requirements.

Objective 4: Financial

- Ensure any changes to Ground Transport generate revenue or are in line with budget expectations.
- Ensure terminal project timelines are managed to complete in a timely manner.
- Prepare and submit any Capex papers to Finance for approval to release funds.

Objective 5: Project Participation / Innovation / Continuous Improvement

- Be an active participant in representing the Commercial team in project related meetings
- develop strong proactive working relationships with airport stakeholders to ensure a smooth transition between business as usual and project impacts
- Seek to continually improve process by build strong relationships externally and internally

Objective 6: 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: Contractors, Consultants, Ground Transport operators and tenants.

Key Capabilities Required to Perform Role

Professional Experience:

- At least 2 years' experience in the aviation industry or a shopping centre management environment
- Experience in working within a large dynamic environment
- Report writing experience

Specific Job Knowledge, Skills and Abilities:

- Good interpersonal skills
- Good problem solving, decision making and negotiation skills
- Good organisational, time, task and priority management skills
- Proficient in Microsoft office and ability to quickly pick up new systems

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

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