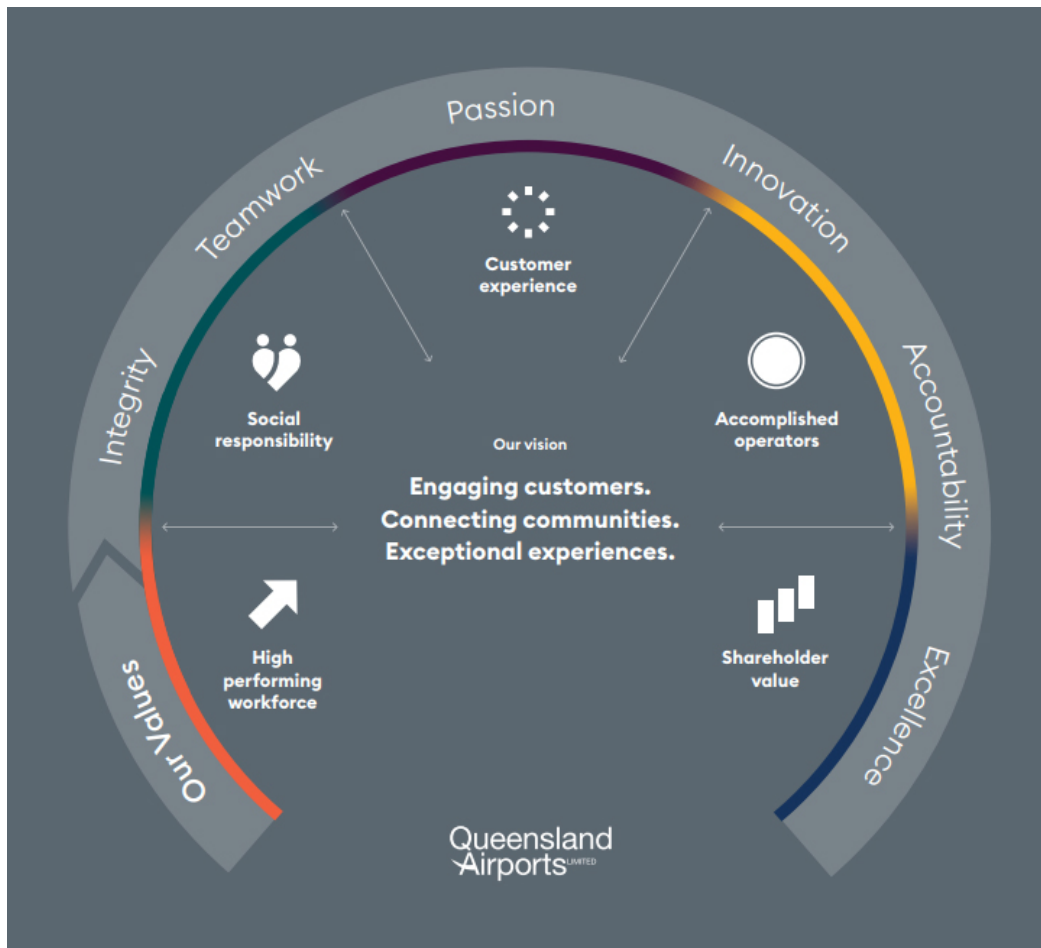


Queensland Airports Limited

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: Technology Analyst – Delivery (Projects)

Location: Gold Coast

Department: QAL Technology

Reports to: Office of the GM Technology

Reporting to this position: Nil

Position Purpose

The role of Technology Analyst – Delivery is to manage and track the progress of projects and other reporting requirements for the QAL Technology team. The role performs a variety of tasks in their day-to-day work with focus on supplier management, financial management, resource management and project management. The role supports the Office of the GM Technology role to ensure an efficient and streamlined management of QAL Technology activities.

Job Role Requirements

Objective 1: Project Administration

- Maintain project methodologies, governance, standards, documentation and templates
- Manage the portfolio tracking and reporting function including the Project pipeline, schedules, reporting and dashboards
- Support the management of resources and manage contractor invoicing and other related activities
- Provide project management support through stage gating and other project management activities

Objective 2: Supplier Management

- Provide support in managing all activities around procurement, invoicing, forecasting and other financial administration requirements
- Ensure supplier agreements and details are accurate to ensure suppliers are managed to the terms of their agreements
- Ensure all KPI's are met, and that suppliers are aware of their reporting and data requirements to QAL Technology for reporting and management

Objective 3: Service Management

- Assist in the reporting and coordination of operational reporting and administration
- Assist in management of queues and other activities to support the Technology SME – Operations and Service Management
- Provide data for analysis of SLAs related to operations and assist in the management of SLAs

Objective 4: Asset Administration

- The administration of the asset register for all technology assets
- Maintain the Technology Inventory on behalf of QAL Technology
- Provide reporting and other information related to assets as required

Objective 5: Reporting Analysis

- Assist in providing reporting across QAL Technology – SLAs, financial, project, assets and other requirements as needed
- Manage reporting data and presentation of packs and other material
- Assist the Office of the GM Technology in providing accurate project and operational reporting in a timely manner

Objective 6: Technology Support

- Provide data and administration assistance to ensure all technology is supported in a timely manner

- Support the needs of the QAL Technology team in tracking and managing the cost of technology and suppliers
- Provide data on contracts, supplier costs and other relevant information for business cases and the like

Objective 7: Workplace Health and 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: Suppliers, contractors, consultants, stakeholders and the community

Key Capabilities Required to Perform Role*Educational Qualifications:*

- Degree in Information Technology or related discipline

Professional Experience:

- Min 1 years' experience at entry level in project management office
- Min 2 years working experience preferably in medium size project/IT teams

Specific Job Knowledge, Skills and Abilities:

- PC, network, security, service management
- Excellent time management and prioritisation skills
- Customer focused and desire to own problem and resolve
- Microsoft excel, word, outlook experience and skills
- Quick learner who can work independently
- Problem solving

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 P&C (Signature and Date)		
Version:		Date: