Development Manager

April 2025

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| Reporting Relationship and Location |
| **Reports to:** | Capital Development Programme Manager |
| **Team I Business Unit:** | Airport Investment and Pricing | Strategic Planning |
| **Purpose** |
| The Strategic Planning team plays a central role in shaping the future of Auckland Airport and articulating the business’ 30-year vision. It oversees Auckland Airport’s Master Plan and provides strategic advice in relation to aeronautical planning, transportation, environmental planning and sustainability, to ensure the timely delivery of infrastructure to enable Airport growth and maintain social licence to operate. The team also plays a key role in developing and advocating Auckland Airport’s position within regulatory and legislative policy contexts at a local and central government level.The Development Manager role is to deliver airport development planning and management capability aligning with the capital planning at Auckland Airport. Working closely with Capital Programme Development Manager and the wider team, this role is responsible for supporting the development of the Capital Plan, by translating the Master Plan, outputs from Auckland Airport’s Strategic Asset Management system, or other drivers of business need into infrastructure and aeronautical works projects prioritised by the business based on agreed Auckland Airport requirements including capacity, customer and asset integrity. This will include working closely with, and support, the Surface Access Team in the development of roading projects that will form part of the Capital Plan, and with the Head of Aeronautical Infrastructure Planning on aeronautical infrastructure projects. The role is responsible for working with the business to create capital projects to inform a programme of works having considered the realistic delivery pathways to meet forecast aeronautical and business growth and working through the capital stage gating (Stage 0 to 2) process, before transferring these projects to the relevant delivery team. There will be the need to work closely with all areas of the business, through integrated teams, to develop the business cases to inform business decisions, ensuring that an enterprise-wide view is presented and informs decision making. The Development Manager will provide input and support for consultation with Substantial Customer airlines and government border agencies. The Development Manager will secure the following outcomes:* that projects are developed with an enterprise view to meet business objectives, take into account the complexity and inter-connectedness of the airport environment, and balance the benefits and costs of alternative approaches to achieve optimal outcomes
* development management input is proactively provided to the project and project governance such that the outcomes of the project are consistently managed with business objectives in mind
* feasibility stage, project establishment, client briefing and benefits description requirements of the Project Sponsor, are all delivered to meet programme
* financial inputs into feasibility studies and business cases, financials co-ordinated and have Finance approval
* business case material, internal documentation requirements, including project delivery planning and Project Sponsor requirements for the project are formally prepared and documented
* all aspects of the relationship with the Project Sponsor are proactively managed to a strategy agreed with the Capital Development Programme Manager
* sufficient resources, skill and care are applied to the development stages of the project
* project delivery is tightly managed to achieve business objectives and governance
* risk and opportunity within the project are actively managed, synergies are maximised and project interfaces managed
* resources and approaches are shared with other Development Managers including sharing of resources
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| **Key Accountabilities** |
| **Strategic Alignment** | * Understand and provide development input into the Auckland Airport’s strategy, 30-year master plan and Aeronautical Capital Plan (pricing) to ensure that capital investment decisions are aligned.
* Ensure that project and programme development is aligned with the Capital Plan, masterplan, company strategy, and aeronautical pricing, reflecting an enterprise view.
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| **Capital Planning and Delivery** | * Develop projects and programme to ensure that Auckland Airport delivers the right assets, at the right time, for the right cost.
* Identify and develop the projects / programme and support the Capital Development Programme Manager to work through the enterprise governance process to translate the Capital Plan into a 5-year programme of work.
* Lead the development of projects / programme via the defined ‘stage gate’ process through:
	+ Point of Entry - business requirements and priorities
	+ Gate 0
	+ Gate 1, and Gate 2 with the Capital Development Programme Manager overseeing the completion of the business case at Gate 2.
* Provide a conduit between client teams and delivery teams to ensure that capital projects meet all gating requirements and can be handed over to the relevant delivery team for successful delivery.
* Work with the other teams inside and outside the business unit to provide support and resource to develop the projects forming part of the Capital Plan.
* Prepare robust and comprehensive project briefs and business cases. Complete these documents to support capital investment that reflect enterprise priorities.
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| **Strategic Asset Management** | * Work closely with asset owners to ensure long term management and replacement plans are established which are consistent with the operator’s view of asset lifecycle, and once established that the plans remain current for all operational assets.
* Support and provide input to the Capital Development Programme Manager to work with the wider Strategic Planning Team to interpret and analyse growth forecasts and their implications for the future design, location, capacity, and scalability of airport assets, including working with asset owners to develop business requirements via comprehensive project briefs and leading or participating in the development of business investment cases to inform capital plans to ensure long-term capacity and resilience.
* Work closely with Engineering Services and Asset operators to align asset management plans to the Auckland Airport Strategic Asset Management Plan (SAMP).
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| **Personal Effectiveness** | * be a self-aware team player, open to receiving and providing feedback. Adopt an influential and welcoming communication style
* demonstrate sound judgment, professionalism, strong interpersonal skills and a collaborative style
* display high integrity and mental resilience, being able to find the positive side in all situations
* demonstrate competence and character that inspires trust
* establish credibility as a long-term thinker, able to make a direct link between action today with long term value
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| **Health, Safety and** **Wellbeing**  | * Role model Auckland Airport’s commitment to “People First” Health, Safety & Wellbeing approach
* Lead by example, demonstrating and communicating visibly safe work.
* Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement.
* Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing.
* Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.
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| People Responsibilities and Project Management |
| People Leadership Select and complete the statement / delete if N/A |
| * The role is not responsible for any direct reports.
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| **Financial Responsibilities and Authorities**  |
| **Capital Expenditure** | **Operating Expenditure**  |
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| Staff Designation | Maximum Financial Authority |
| Administration | $5,000 |

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| --- | --- |
| Staff Designation | Maximum Financial Authority |
| Administration | $5,000 |

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| **Financial Authority**  |
| * Not accountable for expenditure budget.
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| **Structure Chart** |
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| **Key Challenges** |
| The role requires an understanding of the entire airport business and precinct, as well as an understanding of the airport strategy, master plan and the key future capital projects that will drive the development of the strategy.The most challenging aspects of the role include:  * Balancing capital investment envelope across multiple business units’ needs.
* Ensuring that capital investment is aligned to master plan and company strategy.
* Ensure that the project / programme development capital investment decisions have discipline and rigour so that they are delivered within well-defined capital envelopes.
* Building positive external relationships with customers.
* Building positive internal relationships
* Balancing commercial outcomes with the significant airport development programme.
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| **Key Relationships** |
| Internal | Purpose of contact with this person/s |
| * Operations
* Commercial
* Infrastructure
* Finance
* Customer
* Digital
* Property & Commercial
* Other Auckland Airport departments and staff
 | * Carrying out role requirements
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| **Person Specification** |
| **Qualifications (or equivalent level of learning)** |
| Essential | Desirable |
| * Tertiary qualification in relevant Engineering discipline
 | * Post graduate qualifications in relevant field
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| **Knowledge / Experience** |
| Essential | Desirable |
| * 15+ years’ experience in senior client-side project development roles
* Varied and in-depth commercial project experience, including demonstrated experience in leading feasibility studies
* Excellent stakeholder management skills, with proven ability in building credibility, influence and working effectively with professional and technical contractors
* Excellent quantitative, verbal and written communication skills
* Advanced presentation skills
* Proven ability to focus on business benefits and needs. Translate business need into high quality project briefs and business cases
* Demonstrated experience in proactively identifying and implementing practical solutions to technical problems, in a complex and dynamic environment
 | * Experience with the delivery of airport infrastructure projects and/or large, complex infrastructure development within a brownfield and live operational setting
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| **Values** |
| ***Whiria te tangata.*** Our values weave us together. They’re what we stand for, who we are and how we think, feel and act.  |
| **All in**Tātou tātou | * People first
* Seek understanding
* Acknowledge others
* Empathise and support
* Diverse & inclusive
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| **Know How**Kōkiri Tahi | * Explore and solve together
* Curious and open
* Bring your voice & share your skills
* Unite and collaborate
* Right people in the room
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| **Let’s Go**Karawhiua | * Challenge yourself
* Take pride
* Act with intent and integrity
* Keep your word
* Deliver excellence
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| **Changes to Position Description** |
| From time to time, it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport’s work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required. |
| **Sign-Off** |
| **Job-Holder**  | **People Leader**  |
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