Senior Airport Planner

April 2025

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| Reporting Relationship and Location | | | | | |
| **Reports to:** | | | Head of Aeronautical Infrastructure Planning | | |
| **Team I Business Unit:** | | | Aeronautical Infrastructure Planning | Strategic Planning | | |
| **Purpose** | | | | | |
| The Senior Airport Planner will:   * Lead and participate in the development of terminal space plans and designs. * Perform demand/capacity analysis for the long-term plan of Auckland Airport in the field of Terminal Planning. * Participate in the development of terminal facilities requirements. * Manage and deliver tasks and projects. * Get involved in the management and training of junior team members. | | | | | |
| **Key Accountabilities** | | | | | |
| **Aeronautical Infrastructure Planning** | * Reporting to the Head of Aeronautical Infrastructure you will be responsible for undertaking data analysis and planning studies to inform the long term plan of Auckland Airport, you will also facilitate the delivery of high-quality planning studies by external consultants, providing planning data and inputs, assisting in the review of their outputs, and engaging them for smaller studies. * Be responsible for the management and delivery of a variety of projects including master plan, airport facility planning. Support capacity and demand analysis and simulation modelling in order to support the medium- and long-term plan of Auckland Airport. * Develop terminal and airfield spatial requirements, and create phased development plans for infrastructure and facilities. * Generate terminal planning concepts and assess pax/good flows to improve designs. * Coordinate and manage airport planning & capacity tasks in all aspects of airports mostly focussing on terminals and satellite buildings, ancillary/support facilities. * Report to and liaise with stakeholders and key project as required, helping preparing documents, report, presentations. | | | | |
| **Strategic alignment** | * Ensure that any project/programme is aligned with master plan capital plan, company strategy, reflecting an enterprise view. | | | | |
| **Strategic Planning** | * Provide input into the Auckland Airport’s strategy, 30-year master plan and Aeronautical Capital Plan, ensuring the phased implementation of master plan recommendations, coordinating with project management teams * Lead the aeronautical projects via the defined ‘stage gate’ process through:   + Point of Entry - business requirements and priorities   + Gate 0, Gate 1 and Gate 2 * Analyse growth forecasts and their implications for the future design, location, capacity, and scalability of airport assets * Work closely with operations to ensure that the planning matches the desired expectation | | | | |
| **Personal Effectiveness / Innovation** | * Be able to pass on your technical knowledge to less experienced colleagues, training them up on projects that you are working on. * Collaborate with and learn from other disciplines in our strategic team, including surface access, capital planning, sustainability and environment. * Monitor regulatory changes and international best practices (e.g., ICAO, IATA) to integrate into master planning efforts and update as needed. | | | | |
| **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. | | | | |
| **Financial Responsibilities and Authorities** | | | | | |
| **Capital Expenditure** | | | | **Operating Expenditure** | |
| |  |  | | --- | --- | | Staff Designation | Budgeted CAPEX Maximum Financial Authority | | Administration | $5,000 | | | | | |  |  | | --- | --- | | Staff Designation | Budgeted OPEX Maximum Financial Authority | | Administration | $5,000 | | |
| **Financial Authority** Select and complete the appropriate statement | | | | | |
| * Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader. | | | | | |
| **Structure Chart** | | | | | |
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| **Key Challenges** | | | | | |
| * Participate in the development of terminal facilities requirements over the master planning period * Provide input into the Auckland Airport’s strategy, 30-year master plan and Aeronautical Capital Plan * Lead the aeronautical projects via the defined ‘stage gate’ process through the point of Entry - business requirements and priorities, Gate 0, Gate 1 and Gate 2 * Analyse growth forecasts and their implications for the future design, location, capacity, and scalability of airport assets * Work closely with operations to ensure that the planning matches the desired expectation | | | | | |
| **Key Relationships** | | | | | |
| Internal | | | | | Purpose of contact with this person/s |
| * Head of Aeronautical Infrastructure Planning * Strategic Planner – Aeronautical * Strategic Planning team * Infrastructure team * Operations * Corporate Affairs and Stakeholder team | | | | | * Providing advice and receiving / providing information |
| External | | | | | Purpose of contact with this person/s |
| * Consultants and technical advisors including engineering, architectural * Airlines * JBA * Ground Handlers | | | | | * Receiving information, collaborate, engage |
| **Person Specification** | | | | | |
| **Qualifications (or equivalent level of learning)** | | | | | |
| Essential | | | | | Desirable |
| * Degree qualification in aeronautical engineering, civil engineering, air transport management or airport planning | | | | |  |
| **Knowledge / Experience** | | | | | |
| Essential | | | | | Desirable |
| * 5-10 years of airport planning experience * Relevant experience in the aviation industry, or the ability to demonstrate equivalent transferrable skills from another relevant industry. * Demonstrable professional experience in one or more technical fields within airport planning (airfield & apron, operations, terminal, airspace, etc.) is expected. * Understanding of IATA-ADRM, ICAO, standards and recommended practices including experience in their interpretation * Excellent written communication and attention to detail, being able to produce/review technical drawings and professional reports. * You are a team player who is able to work effectively with internal and external stakeholders. You have a collaborative attitude, a can-do approach, and a high level of professionalism. | | | | | * Methodical approach to problem solving and with the ability to apply critical thinking. * Ability to organise yourself and others on small projects and workstreams, including resources across various disciplines. * Ability to manage and supervise more junior staff members, including the ability to train them in developing new skills. * Proficient in Word, PowerPoint and Excel * Knowledge of simulation & modelling tools (i.e. CAST, Beontra, AirTOP) for airfield and terminal facilities. |
| **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 | | | |
| **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 | | | |
| **Let’s Go** Karawhiua | | * Challenge yourself * Take pride * Act with intent and integrity * Keep your word * Deliver excellence | | | |
| **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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