ORAT (Operational Readiness and Airport Transfer) Specialist

February 2024

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| **Reporting Relationship and Location** |
| **Reports to:** | ORAT Business Owner |
| **Team I Business Unit:** | Airport Assets and Future Operations I Operations |
| **Purpose** |
| The ORAT Team plays a crucial role in ensuring a smooth and seamless transition during airport infrastructure development projects and airport expansions. The role will be responsible for planning, coordinating, and executing comprehensive ORAT strategies to facilitate a successful operational readiness phase and transfer of airport facilities. |
| **Key Accountabilities** |
| ORAT Strategy & Planning | * Develop overall ORAT strategies and plans to support the successful opening or expansion of airport facilities
* Collaborate with airport stakeholders, project managers, and operational departments to ensure alignment with project objectives
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| Operational Testing and Simulations | * Organize and conduct operational testing, simulations, and drills to assess the readiness of airport systems, facilities, and personnel
* Identify areas of improvement and implement corrective measures based on test outcomes
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| **Stakeholder Engagement** | * Foster strong relationships with various stakeholders, both internal and external, including airlines, ground handlers, government agencies, and other service providers
* Coordinate with stakeholders to understand their needs and to ensure smooth service transition and minimal disruption during the transfer phase
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| **Documentation and Reporting** | * Ensure comprehensive documentation of ORAT processes, plans, and outcomes
* Provide regular progress reports and updates to senior management and project stakeholders
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| **Lessons Learned and Continuous Improvement** | * Conduct post-ORAT evaluations and gather lessons learned to enhance future airport transfer projects
* Drive a culture of continuous improvement within the ORAT team and collaborate with other departments to implement best practices
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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** |
| * Role is not responsible for a team
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| **Project Leadership**Select and complete the appropriate statement / delete if N/A |
| * Role is responsible for project management for specified workstream
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| **Financial Responsibilities and Authorities**  |
| **Capital Expenditure** | **Operating Expenditure** |
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| Staff Designation | Maximum Financial Authority |
| Chief Executive | >$4,000,000 |
| Leadership Team | $4,000,000 |
| Senior Management | $1,000,000 |
| Management | $125,000 |
| Administration | $5,000 |

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| Staff Designation | Maximum Financial Authority |
| Chief Executive | $6,000,000 |
| Leadership Team | $400,000 |
| Senior Management | $100,000 |
| Management | $25,000 |
| Administration | $5,000 |

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| **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
* Not accountable for expenditure budget
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| **Structure Chart** |
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| **Key Challenges** |
| * Supporting with the creation and development of the ORAT strategy, processes and programmes
* Working collaboratively with airport partners and stakeholders to understand needs and implications of change to their business, maintaining strong and active stakeholder relationships across multiple levels of management
* Working with internal stakeholders to influence and develop programmes and processes to the benefit of the organisation
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| **Key Relationships** |
| **Internal** | **Purpose of contact with this person/s** |
| * COO
* CIO
* Engineering services
* Properties and commercial team
* Operations teams
* Digital team
* Business partners: People Experience/ Safety & risk/ Finance
 | * Planning and operations interfaces
 |
| **External** | **Purpose of contact with this person/s** |
| * Airlines
* Ground Handlers
* Airways NZ
* Government agencies- AVSEC, MPI, Customs, Immigration
* CAA
* Contractors and Suppliers
 | * Multiple requirements across planning, and implementation of infrastructure development
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| **Person Specification** |
| **Qualifications (or equivalent level of learning)** |
| **Essential** | **Desirable** |
| * Bachelor’s degree in Airport Management, Business Administration, or a related field
 | * Master’s degree preferred
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| **Knowledge / Experience** |
| **Essential** | **Desirable** |
| * Extensive experience in airport operations/ ORAT, with a minimum of 5 years as an ORAT Specialist
* Proven track record of successfully executing ORAT strategies during airport infrastructure projects or expansions
* In-depth knowledge of airport processes, regulations, and best practices related to operational readiness and transfer
* Strong project management skills, with the ability to handle multiple complex tasks and deadlines effectively
* Excellent communication and interpersonal skills to collaborate with diverse stakeholders and teams
* Problem-solving mindset with the ability to think critically and make data-driven decisions
* Flexibility to adapt to changing project requirements and operational environments
* Certification or training in airport operations or ORAT methodologies is a plus
 | * Relevant airline commercial experience e.g. sales, marketing, distribution, network planning and strategy and / or relevant Airport Air Service Development experience
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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
 |
| **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
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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**  |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |