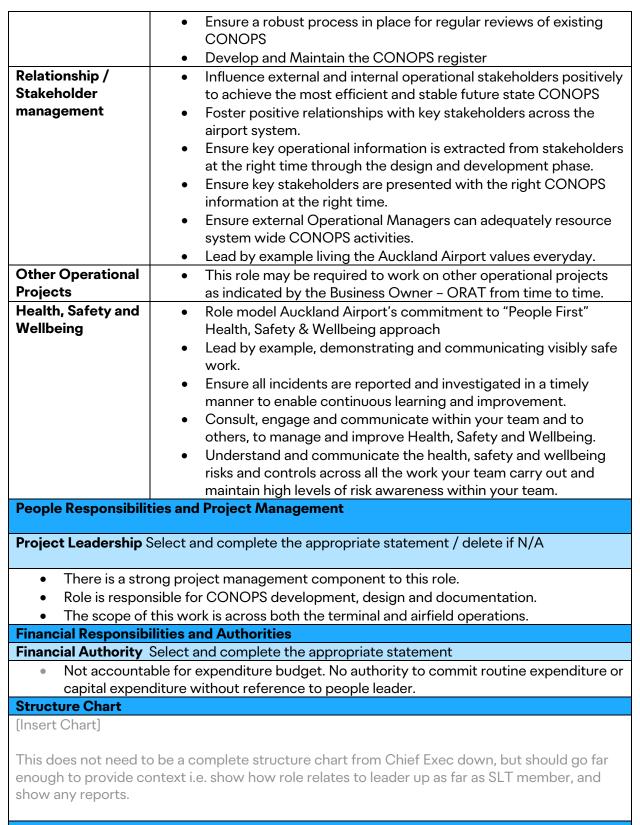




Concept of Operations (CONOPS) Manager August 2024

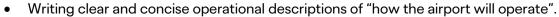
Reporting Relations	hip and	Location		
Reports to:		Business Owner - Operational Readiness & Transfer (ORAT)		
Team I Business Unit:		ORAT Team I Airport Assets & Future Operations		
Purpose				
The purpose of this role is to lead the development, coordination and documentation of the future and interim Concept of Operations (CONOPS) across the Auckland Airport eco-system, in the context of the infrastructure development program over the next 5 -10 years. The CONOPS Manager will be responsible for maintaining and reviewing these CONOPS at regular intervals and ensure the CONOPS framework is under continuous improvement.				
Key Accountabilities				
Lead the Development of the Future Airport CONOPS	•	Take ownership of the Development of the future Airport CONOPS Leverage future operational infrastructure to seek out operational benefits and improve key system wide metrics through CONOPS design Lead and facilitate CONOPS design workshops as required. Working with the Operational and ORAT teams, plan and coordinate relevant CONOPS activities, including stakeholder engagement and workshops. Ensure alignment between connected stakeholder operations, identifying risks and misalignment. Work with the ORAT Business Owner to assess the timing and need for Interim CONOPS through staging and construction Work closely with the ORAT team and Infrastructure Project Managers to understand staging and detailed operational impact across the system Lead the interim design and development of Interim CONOPS Ensure all Interim CONOPS developed considers Safe and Stable operations. Ensuring operational risk to capacity, performance		
		and cost change is identified and escalated appropriately.		
Document Management and Process Mapping	• • •	Document the future and interim state CONOPS in a format as agreed with the ORAT business Owner Develop and own the CONOPS framework, ensuring adherence and due process is followed Through the process of CONOPS development, undertake accurate process mapping of current operations which are targeted for CONOPS change or development Ensure relevant documentation is signed off by key decisions makers and stakeholders Ensure robust document control through design, development and CONOPS approval and sign off		





Key Challenges





- Balancing multiple tasks and priorities.
- Influencing external operational stakeholders.
- Ensuring scheduling of CONOPS activities is aligned to infrastructure program.
- Navigating dependencies across different operational and CONOPS activities.

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Key Relationships		
Internal	Purpose of contact with this person/s	
 ORAT Business Owner ORAT specialists Operations Teams and SMEs Infrastructure Interface team Infrastructure project managers 	 Providing advice and receiving / providing information. 	
External	Purpose of contact with this person/s	
 Airlines Ground Handlers Border agencies Contractors Consultants 	 Coordinating CONOPS activities through the development and design Liaising with external operational managers on their respective operations Facilitating external CONOPS workshops Liaising on project dependencies and managing risks 	
Person Specification Qualifications (or equivalent level of learning	a)	
	<i>"</i>	
Essential	Desirable	
Proficiency in Project Management Business Qualifications	Lean or Six Sigma qualifications Technical writing	
Knowledge / Experience		
Essential	Desirable	
 Minimum 5 -10 years' experience in airport operations Project management or coordination Experience in the development and design of operational documentation 	 Relevant Airport or Aviation industry experience Experience in Lean or Six Sigma projects 	

- Experience in process mapping
- Experience in documentation control
 Experience in stakeholder engagement



Key Skills / Attributes / Job Specific Competencies					
Level		Skill / Attribute / Competency			
Expert Level		 Ability to engagement positively with stakeholders Technical writing 			
Values					
<i>Whiria te tangata.</i> 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		erstanding dge others e and support			
Know How Kōkiri Tahi	Curious atBring youUnite and	nd solve together nd open r voice & share your skills collaborate ple in the room			
Let's Go Karawhiua	ChallengeTake pride	e yourself e ntent and integrity word			
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:		Print Name:			
Sign:		Sign:			