

Aviation Fuel Pipeline Manager

September 2024

Reporting Relationship and Location	
Reports to:	Engineering Services Manager
Team Business Unit:	Engineering Services Infrastructure
Purpose	
<p>Auckland Airport is required to have a Pipeline Manager under the Health and Safety in Employment (Pipelines) Regulations 1999 and the Health & Safety at Work Act 2015.</p> <p>The purpose of the Aviation Fuel Pipeline Manager role is to fulfill this regulatory pipeline manager role for Auckland Airport’s jet fuel distribution assets and services, on which third parties (as well as Auckland Airport itself) are dependent for business continuity.</p> <p>Section 5 of the Health and Safety in Employment (Pipelines) Regulations 1999 notes that:</p> <ul style="list-style-type: none"> (1) An employer must, so far as is reasonably practicable, ensure that a person is appointed to— <ul style="list-style-type: none"> (a) manage the pipeline operation; and (b) supervise the health and safety aspects of the pipeline operation personally on every day on which any employee is at work. (2) An employer must, so far as is reasonably practicable, ensure that every manager appointed under this regulation has the experience, knowledge, and skills necessary to supervise the pipeline operation. (3) An employer must, so far as is reasonably practicable, ensure that all employees are informed of the name of the manager. (4) Employees must comply with all reasonable instructions given by the manager in order to ensure compliance with the Act and any applicable regulations made under the Act. <p>The key role of the Aviation Fuel Pipeline Manager is to manage the pipeline operation and supervise the health and safety aspects of the pipeline operation. The role will also be required to interface with capital projects that include or impact Auckland Airport’s fuel pipeline to provide SME input and oversight.</p> <p>The role requires an end-to-end approach to the jet fuel asset lifecycle from inception to de-commissioning - coupled with close and mutually supportive working relationships with peers so that pipeline assets and the services they provide are available, reliable and resilient to a standard and quality that meets compliance, customer, operational and commercial requirements.</p> <p>In 2019 Auckland Airport adopted the ISO55001 Asset Management standard and a new Asset Management Policy and now has goals to develop a world class system for asset management. The Aviation Fuel Pipeline Manager role is critical to achieving this goal.</p>	

This is a safety critical role. It requires the deep knowledge of the regulatory and operating environment of hydrocarbon distribution pipeline systems and is fundamental to business continuity and the day-to-day operation of Auckland Airport.

The Aviation Fuel Pipeline Manager must provide credible leadership on all matters concerning the asset and the services it provides and be capable of developing and articulating compelling cases for the company to make significant investments in asset upgrades/ replacements.

To ensure the integrity of the role, the Aviation Fuel Pipeline Manager will have a dotted reporting line to the Chief Safety & Risk Officer to ensure a direct forum for leadership from a safety and risk perspective as well as a senior relationship to be able to raise any concerns or issues with the Fuel Pipeline and investment.

Key Accountabilities

Pipeline Manager and Safe Operations

- Compliance with all regulatory requirements under the Health and Safety in Employment (Pipelines) Regulations 1999.
- Act as business lead and subject matter expert for Auckland Airport with respect to aviation fuel asset technical specifications, regulations, safety and compliance, ensuring that Auckland Airport's business is not placed at risk or suffers reputational damage due to any breach of aviation fuel supply-related safety and compliance regulations. Specifically, act as the company's regulatory Pipeline Manager in respect of the aviation fuel distribution system.
- Responsible for maintaining the five yearly pipeline certificate of fitness, including managing the audit cycle.
- Role model safety leadership behaviours consistent with the company's Safety Policy Statement, and ensure the company's Safety Management System (SMS) is implemented throughout all utility operations.
- Ensure high standards are set, measured and met in all aspects of normal operation of the aviation fuel distribution system, including but not limited to:
 - managing risks to health and safety by prioritising safe operations
 - monitoring system performance to improve throughput, capability, reliability and resilience;
 - reviewing and ensuring the completeness of operational documentation
 - developing and/ or approving asset management plans
 - monitoring the performance by others of inspections and maintenance activities
 - being an active client for business as usual scheduled maintenance / corrective / upgrade / development and performance optimisation projects and initiatives
 - ensuring an appropriate level of emergency planning and preparedness
- meeting all regulatory and disclosure requirements

	<ul style="list-style-type: none"> • establishing, managing and maintaining key relationships • Ensure viable and current contingency and emergency plans are in place and for all aviation fuel distribution assets, including where relevant for facilities or services that are owned and/ or operated by third parties. • Ensure robust assurance mechanisms are in place to ensure a consistently high standard of asset integrity and performance including (as appropriate) governance forums, stakeholder meetings, review of and commentary on performance reports, inspections, checks and audits, and that any regulatory information disclosure requirements are met on time and in full. • Reporting regularly to the Asset Management Governance Group on the asset management plans for the pipeline and all activity related to the pipeline, with any updates to policy and procedure to be signed off by this governance group. • Develop and maintain essential aviation fuel asset and supply relationships (e.g., fuel supply companies and upstream asset owners/ operators) to ensure upstream resilience risks to Auckland Airport's aviation fuel distribution network assets and services are understood and managed.
<p>Fuel Projects</p>	<ul style="list-style-type: none"> • Ensuring the ongoing programme of Fuel Network Compliance capital works projects is executed safely, to a high quality and at a cost tolerable to Auckland Airport. • Participate as pipeline manager in sourcing activities, tender requirements, evaluation of tenders and selection of contractors for hydrant asset capital works, and provide technical oversight of construction and development works that impact the aviation fuel distribution assets, facilities and operations, including reviewing Method of Work Plans where required. • Providing expertise and inputs into the long-term hydrant ring main capital plan including: <ul style="list-style-type: none"> • Responsibility for all new fuel asset project briefs. • Input into Fuel Master Plan, including future FHS layouts and JUHI locations. • Sign-off on fuel hydrant system design packages. • Review of all method of works plans for fuel works (and works proximate to the pipeline). • Sign-off on all fuel pipeline components (i.e. pipe, valves etc). • Contribute to the development of the company's sustainability strategy including working closely with the Strategy & Planning team to develop and document the company's body of knowledge regarding sustainable aviation fuels and their potential implications for future aviation fuel storage and distribution system infrastructure at Auckland Airport.

	<ul style="list-style-type: none"> • Work closely with Strategy and Planning team to engage and influence a wide range of internal and external stakeholders with interests in the planning, development, design, construction, operation, resilience and delivery of the total future aviation fuel storage and distribution system at Auckland Airport. • Lead and/or contribute to the development of short- and long-term asset management and replacement plans which are consistent with asset lifecycle for aviation fuel distribution assets and services, with these plans being presented and signed off by the Asset Management Governance Group. • Work closely with the Strategy & Planning team to analyse and interpret aviation activity forecasts and their implications for aviation fuel demand and therefore the required capacity, design, location, and future scalability of aviation fuel storage and distribution assets, as well as specific triggers for asset expansion taking into account the time required to deliver physical infrastructure in a complex airport operating environment. • Working with the broader Infrastructure and Strategy and Planning Teams, develop business requirements, investment cases and capital plans for asset upgrades, improvements or replacements to ensure operational excellence, long-term resilience, or capacity for business growth.
Commercial	<ul style="list-style-type: none"> • Work closely with the Strategy & Planning and Finance teams to: <ul style="list-style-type: none"> ○ Provide inputs for the calculation of annual JUHI Licence Fee based on fuel asset commissioning and repairs and maintenance spend. ○ Assist with consultation with airlines on fuel hydrant system investment (aero non-priced).
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • 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	Maximum Financial Authority	Staff Designation	Maximum Financial Authority
Administration	\$5,000	Administration	\$5,000
Financial Authority			
<ul style="list-style-type: none"> Accountable for expenditure budget of \$TBC 			
Structure Chart			
<pre> graph TD A[Engineering Services Manager] --- B[Aviation Fuel Pipeline Manager] </pre>			
Key Challenges			
<ul style="list-style-type: none"> Ensuring the company is fully compliant with all regulatory requirements under the Health and Safety in Employment (Pipelines) Regulations 1999; Managing day to day operation of the pipeline, including management of internal and external stakeholders that use or impact the pipeline; As pipeline manager ensuring the ongoing programme of Fuel Network Compliance capital works projects are executed safely, to a high quality and in a cost effective manner; Providing subject matter expert inputs on the long-term hydrant ring main capital plan (triggered by the development of future northern airfield development, domestic processor and regional pathway); and Stakeholder influence and management, including maintaining regular and open dialogue with Pipeline Certifier, Worksafe HHU, JUHI, fuel companies and customers (airlines). 			
Key Relationships			
Internal		Purpose of contact with this person/s	
<ul style="list-style-type: none"> Engineering Services Manager, Reliability Engineers and Maintenance Planners (maintenance) Infrastructure team (capital projects) Operations team especially Airfield, Emergency Services and Security Strategy & Planning team especially Master Planning, Capital Planning and Sustainability Risk and Assurance team including Health & Safety team esp. Permit to Work Advisors 		<ul style="list-style-type: none"> Carrying out requirements of the role 	

<ul style="list-style-type: none"> • Strategy, Performance and Planning team (demand forecasts, analysis and asset commercials) • Customer team (airline relationships) • Commercial team (Property and Retail) • Finance team • Directors, Leadership Team and SORC 	
<p>External</p>	<p>Purpose of contact with this person/s</p>
<ul style="list-style-type: none"> • Airlines esp. Air NZ and BARNZ • JUHI, WOSL and fuel supply companies • Specialist planning, design and engineering advisors • Relevant government agencies esp. MBIE • Regulators – WorkSafe NZ • Assurance bodies, IQPs and certifiers • Civil and specialist pipeline contractors 	<ul style="list-style-type: none"> • Carrying out requirements of the role
<p>Person Specification</p>	
<p>Qualifications (or equivalent level of learning)</p>	
<p>Essential</p>	<p>Desirable</p>
<ul style="list-style-type: none"> • Tertiary qualification in a relevant engineering discipline, or equivalent combination of qualifications and experience 	
<p>Knowledge / Experience</p>	
<p>Essential</p>	<p>Desirable</p>
<ul style="list-style-type: none"> • Deep and expert knowledge in and experience of hydrocarbon pipeline operation, as would be expected from at least 8-10 years' experience in maintaining and/ or operating these types of assets. • Sound working knowledge of relevant regulatory and legal frameworks related to pipelines in New Zealand. • Experience in the conception, development and delivery of relevant significant capital projects or programmes - especially in the capacity of client or client-side representative and/or assurance provider 	<ul style="list-style-type: none"> • Previous experience in the role of Pipeline Manager under the Health and Safety in Employment (Pipeline) Regulations 1999 • Highly developed skills to develop compelling investment business cases. • Understanding of commercial utilities recovery mechanisms and well developed business acumen. • Understanding of alternative fuels and de-carbonisation pathways. • Understanding of upstream aviation fuel supply chain including capacity and resilience risks. •

<ul style="list-style-type: none"> • Strong risk awareness, long term planning, investment case development and sound financial skills • Systems thinking, including the ability to identify and understand the impact of diverse influences and factors on a system and accurately forecast their consequences • Highly developed influencing skills, including proven success in understanding end-to-end system risk and resilience, and motivating others (including third parties) to action. • Well-developed leadership presence, confidence and self-assuredness. • Intellectual curiosity, and a strong desire to learn as well as share knowledge widely. 	
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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	<ul style="list-style-type: none"> • People first • Seek understanding • Acknowledge others • Empathise and support • Diverse & inclusive
 Know How Kōkiri Tahī	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Print Name: _____	Print Name: _____
Sign: _____	Sign: _____