

Junior Capacity Planner

September 2024

Reporting Relationship and Location	
Reports to:	Manager of Airport Capacity and Analytics
Team Business Unit:	Airport Assets & Future Operations 5000
Purpose	
<p>Auckland Airport is embarking on its biggest infrastructure development programme in the next decade. To support this ambitious programme whilst maintaining good customer experience during the construction phases, the Operations business unit is building a future focused and fit-for-purpose capacity planning function.</p> <p>The purpose of this graduate/junior role, ideally with one plus year of work experience post-university graduation, is to support the capacity team with:</p> <ul style="list-style-type: none"> • reconciliation of aircraft movements related information for the monthly parking charges billing • assist with the maintenance of check-in revenue models for annual budget setting process • assist with the maintenance of capacity planning system, and business rules and parameters • assist with provisioning of data insights for capacity planning and optimisation workstreams • provide support to the Capacity Planners by conducting basic research, scenario modelling, day-to-day operational capacity planning and analysis 	
Key Accountabilities	
Data Analytics	<ul style="list-style-type: none"> • Assist the Capacity team with: <ul style="list-style-type: none"> ○ collecting, organising, and analysing data from a variety of sources, both financial and non-financial, to support business decisions. ○ data and insights provisioning for the airport operational planning framework and all peak planning activities, including the building and maintenance of PowerBI reports for data visualisations. ○ working alongside the Aeronautical Capacity Analyst to: <ul style="list-style-type: none"> ▪ ensure data or systems errors are resolved in a timely manner and to minimise analysis or reporting timeline impacts. ▪ test artificial intelligence/machine learning/prediction models developed by data scientists for capacity planning and optimisation purposes. ○ reconciling all aircraft movements data to aircraft information database to ensure the correct billing of aircraft parking charges to the airlines. ○ ad-hoc or one-off analysis as and when required by the Capacity Planners, Operations business unit, or Manager of Airport Capacity and Analytics.

Capacity Planning & Reporting	<ul style="list-style-type: none"> • Assist the Capacity team with: <ul style="list-style-type: none"> ○ maintenance of all capacity planning related systems, including planning parameters, assumptions, and business rules. ○ running of simple “what-if” analysis in capacity planning systems to help inform ongoing airport system-wide capacity requirements for business decision making processes. ○ review of relevant exception reports for early detection of capacity challenges, revenue gaps, or technological system issues.
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Health, Safety and Wellbeing <i>[standard wording, do not remove]</i>	<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.
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Financial Responsibilities and Authorities

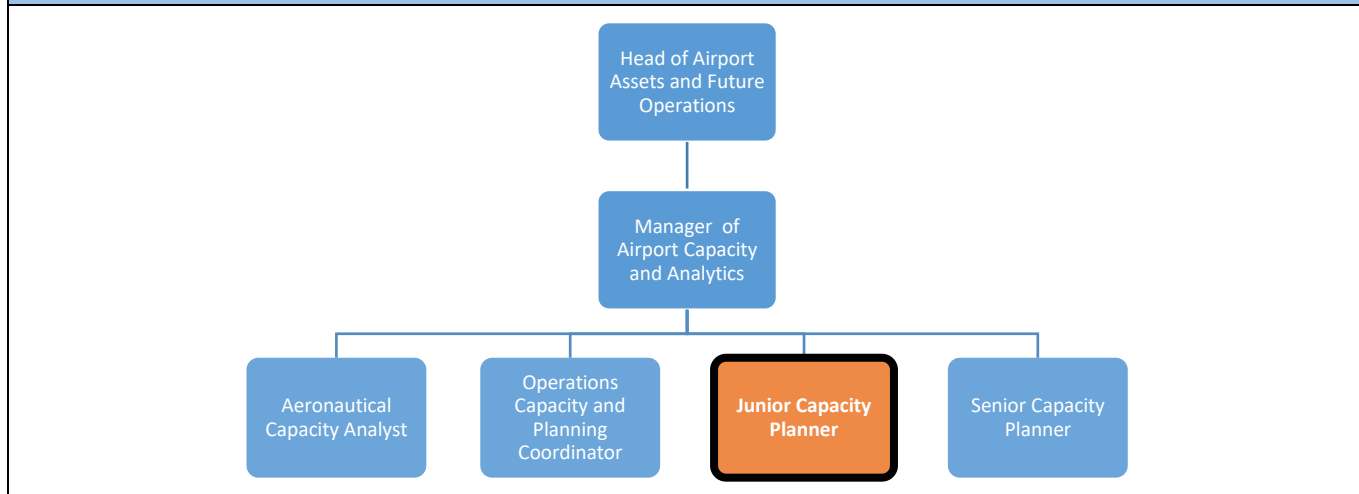
Capital Expenditure Delete lines that are n/a	Operating Expenditure Delete lines that are n/a
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N/A	N/A
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Financial Authority Select and complete the appropriate statement

- Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader.

Structure Chart



Key Challenges

- Airport capacity modelling of “what-if” scenarios that would provide the balance of being able to allow construction phasing to occur without delay and without adding to build cost pressure whilst still being able to allow live operations to occur seamlessly.
- Maintenance of all capacity planning related systems, including planning parameters, assumptions, and business rules.
- Data and insights provisioning.
- Building of PowerBI reports for data visualisations.
- Data reconciliation for the monthly aircraft parking charges billing run.

Key Relationships

Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> • Operations business unit • Digital • Finance 	<ul style="list-style-type: none"> • Gathering of intelligence for capacity reporting • System errors and troubleshooting • Any relevant financial information required by the Capacity team
External	Purpose of contact with this person/s
None – no direct contact with external airport ecosystem partners is expected.	N/A





Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
Degree qualification	Preferred in finance or administration or other related field with emphasis on data analytics or information systems (or equivalent body of knowledge)

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> • Strong results orientation with a track record of achieving superior results. • A team contributor, with demonstrated ability to collaborate effectively with peers. • Working knowledge of SQL/DAX or any other database related query language gained from university study or work experience. • Good working knowledge of Microsoft Excel. • Strong attention to detail skills. 	<ul style="list-style-type: none"> • 1 year plus working experience in data analysis during university study. • Experience in operating in a complex multi-stakeholder environment.

<ul style="list-style-type: none"> • Good relationship-building skills. • Ability to learn a new discipline quickly and apply it competently across the role accountabilities. 	
Key Skills / Attributes / Job Specific Competencies	
Level	Skill / Attribute / Competency
Basic to Intermediate level Developing	Microsoft Excel, Microsoft Words, Microsoft PowerPoint and Microsoft PowerBI. Data analysis and visualisation skills.
Values	
<p>Whiria te tangata. Our values weave us together. They're what we stand for, who we are and how we act.</p>	
 <p>Respectful <i>Kia whakaute</i></p>	<ul style="list-style-type: none"> • Listen <i>Kia whakarongo</i> • Value others <i>Kia whakamanatia te tangata</i> • Be curious and committed <i>Kia ū ki te kaupapa</i>
 <p>Collaborative <i>Kia tapatahi</i></p>	<ul style="list-style-type: none"> • One team <i>Kia ngatahi</i> • Explore ideas together <i>Kia kotahi te aro</i> • Include diverse views <i>Kia whānui te titiro</i>
 <p>We Care <i>Kia manaaki</i></p>	<ul style="list-style-type: none"> • Acknowledge others <i>Kia mihia te tangata</i> • Look out for others <i>Kia poiipoia te tangata</i> • Empathise <i>Kia whakaaro nui</i>
 <p>Integrity <i>Kia ngākau tapatahi</i></p>	<ul style="list-style-type: none"> • Do the right thing <i>Kia tika ngā mahi</i> • Keep your word <i>Kia whakatinanatia āu kupu</i> • Speak up <i>Kia kaha te kōrero</i>



Exceptional

Kia angitu

- Challenge yourself | *Kia hikina te manuka*
- Take ownership | *Kia niwha*
- Go beyond | *Kia eke panuku*

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

Print Name:

Sign:

People Leader

Print Name:

Sign:
