Airfield Projects Planner

August 2024

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| **Reporting Relationship and Location** |
| **Reports to:** | Airfield Technical Manager |
| **Team I Business Unit:** | Airfield I Operations |
| **Purpose** |
| This role supports the management of interfaces between projects airside and aircraft operations. It requires close working relationships with operational teams and contractors to ensure that assets are maintained, and project work is undertaken while maintaining a safe and compliant airfield with minimal disruption to operations. Responsible for effective management of change, communication is essential to ensure operational teams and relevant stakeholders are kept up-to date and that associated risks are managed. |
| **Key Accountabilities** |
| ‘**Capacity and Planning** | * Consider and manage operational impacts of works and projects, ensuring these are assessed, communicated and mitigated where possible
* Work closely with Infrastructure and third-party contractors to ensure works planned on the airfield are executed safely and efficiently.
* Develop and maintain an up-to-date airfield works plan and communicate this to the rest of the operations team.
* Support development of the airfield capital works program.
* Maintain awareness of Auckland Airport medium and long-term development plans and capacity requirements / constraints.
* Support Operational Readiness and Testing (ORAT) for newly delivered infrastructure.
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| Compliance & Risk Management | * Develop and publish plans for work airside. Submit data for publication of AIP data (including Supplements and NOTAMs) for airfield works that impact aircraft operations.
* Work closely with stakeholders to ensure all airfield works fulfill regulatory requirements set out by CAA and that an appropriate level of oversight is provided by trained Airfield Safety Officers
* Provide specialist input into the Airfield Safety Officer training and deliver where required.
* Ensure contractors have a method for providing full safety inductions prior to working airside.
* Continuously seek process improvement opportunities for airfield work activities.
* Provide operational context to project development team to support safe and compliant airfield operations while minimising disruption.
* Ensure all AIAL safety and CAR Part 139 documentation, compliance and policy is adhered to and completed.
* On major works (both airside and landside) liaise with all major contractors, providing input into MOWP, change management and risk assessment processes and workshops
* Comply with requirements of the Auckland Airport Safety Management System (SMS) and assist with the investigation and reporting of project related incidents or accidents through Risk Manager.
* Administer airside works approval process
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| **Leadership** | * Represent the Aeronautical Operations business on specific works projects or project work streams.
* Work within a multi stakeholder environment to present and communicate effectively.
* Be present "on site" when appropriate to collaboratively support and resolve real time project issues or conflicts.
* Undertake training of contractors and internal staff who meet the requirements to become a Site Safety Supervisor.
* Deliver training to airfield contractors, ensuring that they can operate safely with minimum impact to operations.
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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** Select and complete the statement / delete if N/A |
| * Role is responsible for a team of X people; X Direct Reports; X Indirect Reports
* [May wish to detail here if role has responsibility for contractors, and to what extent e.g. guide, monitor or allocate resources etc]
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| **Project Leadership**Select and complete the appropriate statement / delete if N/A |
| * Role is responsible for project coordination for team of X individuals. Project horizon is X – X months.
* Role is responsible for project management for team of X individuals. Project horizon is X – X months.
* Role is responsible for programme leadership of long-term project of X – X years. Role has oversight over X Project Managers and team of X.
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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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| 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. Able to authorise minor expenditure from another person’s budget up to value of $X
* Accountable for expenditure budget of $X
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| **Structure Chart** |
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| **Key Challenges** |
| The role is challenging in that it requires someone who can work through operational complexity and pressures to meet positive outcomes for the operations team, stakeholders and contractors across the Airfield. |
| **Key Relationships** |
| **Internal** | **Purpose of contact with this person/s** |
| * Engineering Services
* Infrastructure
* Security
* Emergency Services
* Operations
* Health Safety & Wellbeing
 | * Coordinating projects
* Ensuring compliance
* Maintaining safety & Awareness
* Managing change
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| **External** | **Purpose of contact with this person/s** |
| * Airways
* Ground Handlers / Airlines
* Contractors
 | * Planning outages
* Mitigating risk
* Understanding challenges
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| **Person Specification** |
| **Qualifications (or equivalent level of learning)** |
| **Essential** | **Desirable** |
| * Relevant tertiary qualification
* Minimum 4 years’ experience in Aviation
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| **Knowledge / Experience** |
| **Essential** | **Desirable** |
| * Experience with risk assessment methodologies.
* Able to demonstrate a strong focus on Risk assessing Operational and Safety impacts.
* Strong communicator both written and verbal
* Ability to display a flexible work approach.
* Knowledge of CAA and ICAO regulations
* Excellent relationship-building skills at all levels of the organization.
 | * Experience with Office 356.
* Understanding of Airport Operating Systems.
* Experience in project planning tools.
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| **Key Skills / Attributes / Job Specific Competencies** |
| **Level** | **Skill / Attribute / Competency** |
| Examples:Expert LevelWorking KnowledgeAdvancedDeveloping | Examples:ExcelRemuneration policies and practicesProject Management Commercial Acumen |
| **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
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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |