



Assistant Project Manager

About Brisbane Airport Corporation

Brisbane Airport Corporation Pty Limited (BAC), the operator of Brisbane Airport (BNE), is a proud, private, un-listed Queensland company, employing thousands of Queenslanders and creating economic opportunities for the state and city of Brisbane equating to more than \$4 billion annually.

Operating 24 hours a day, seven days a week, BNE has two major Terminals accommodating 33 airlines flying to 83 domestic and international destinations. It is a suburb in its own right, the largest capital city airport in Australia by land size (2,700 hectares) and the third-largest airport in Australia by passenger numbers with more than 23.4 million passengers travelling through the airport in FY18.

More than 425 businesses are located at BNE, servicing a diverse range of industries offering services such as freight and aircraft handling, warehousing, transport and communications, manufacturing, research, property and infrastructure development, education and training, recreation, tourism, accommodation, leisure and retail. Collectively these businesses employ nearly 24,000 people, a number expected to exceed 50,000 (the size of a regional town) by 2034.

With passenger numbers forecast to more than double by 2034, since FY12 BAC has invested \$1.7 billion building critical infrastructure, with a further \$1.8 billion worth of infrastructure to be delivered between FY18 – FY22.

Projects to be delivered include a new runway, new multi-level car park and walkway facilities, road terminal expansions, terminal redevelopments, new apron and taxiways, road and cycling path upgrades and a number of new commercial buildings.

About the Position

As our **Assistant Project Manager** you will be responsible for managing and/or coordinating the Domestic Terminal Building (DTB) retail upgrade project utilising the available resources within the broader Project Services team to the required standards and within approved goals, budget and Corporation policies.

Key deliverables associated with this role include the delivery of infrastructure and earthworks projects in accordance with the Corporations Business Plan and strategic objectives.



Assistant Project Manager

Tasks and Responsibilities

- Investigate, develop and implement the Domestic Terminal Building (DTB) retail upgrade project under general guidance and with minimal supervision
- Support a senior Project Manager in the delivery of nominated projects
- Prepare and administer design and construction contracts as directed to a high standard, specifically undertaking the duties of a Principal's Representative Delegate and co-ordinate with the appointed Principal's Representative or Senior Project Manager on a project
- Investigate and assess proposed briefs by contractors, consultants and clients (internal/external)
- Liaise as necessary with Commonwealth, State and Local Authorities including Airport Building Controller and Airport Environment Officer
- Assist with the development of project concept designs, master planning and specific studies as directed
- Coordinate consultants and contractors on project delivery to ensure timely cost effectiveness including briefing internal resources and stakeholders as required
- Provide engineering advice and liaise with other sections of the Corporation, including higher management, as required
- Implement BAC's Safety systems across all elements of project delivery and development
- Inspect construction works to ensure compliance with project documentation
- Comply to a high standard with the requirements of Assets Project Management framework
- Provide data, reports and other inputs to a high standard as requested to Assets Project Support Office (PSO)
- Build and maintain strong communication and collaborative partnerships with internal departments, customers and applicable external agencies to ensure "Provider of Choice" status
- In conjunction with the project planners develop and maintain project programs to a high standard
- Undertake active stakeholder management through the life of the project to ensure each stakeholders objectives are addressed to ensure positive feedback throughout the project
- Undertake project Risk Assessments to a high standard to ensure both project and corporate risks are captured, treated and ongoing monitoring of the risk assessment to ensure adequate controls are implemented
- Demonstrate an ongoing efficiency and improvement management style to all elements of the role



Assistant Project Manager

Experience & Qualifications

Essential

- Tertiary qualifications in either an engineering, architectural or construction management field
- Eligibility for membership with the Australian Institute of Project Managers
- Minimum of 5 years' experience in the building and construction industry, which has included oversight of the relationships and outcomes with consultants and contractors
- Recent experience in Project Management principles and practices

Preferred

- Understanding of construction codes and Australian Standard contract conditions is desirable

Knowledge & Technical Proficiency

- Sound knowledge of civil construction, specifically in "green field" projects and projects in high public areas
- Evidence of knowledge of workplace health and safety legislation
- Sound level of oral and written and communication skills with particular experience with stakeholders

This is an opportunity to join a company which is already a leader in its field in Australia and use your skills, experience and enthusiasm to help continue our successful growth. BAC is a forward thinking organisation, which is supportive of innovation and has a unique positive working environment.

Please note, Brisbane Airport Corporation (BAC) reserves the right to close the applicant portal prior to the listed closing date.

If you believe you have the drive and experience to succeed in this exciting role, please click [here to apply now.](#)