



Projects and Contract Coordinator

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

We are currently looking to recruit a Contracts and Projects Coordinator to be responsible for providing assistance to the PTS team through the coordination and delivery of effective and efficient infrastructure projects that support the divisions operations at Brisbane Airport.

Key deliverables associated with this role include performance monitoring, reporting and troubleshooting, monitoring contractor's adherence to terms of their contracts, timely and proficient achievement of work objectives and targets, stakeholder satisfaction and relationship management.



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Tasks and Responsibilities

- Act as a key point of contact for contractors and other project managers regarding PTS Infrastructure projects. Within this, liaise and build relationships with key internal stakeholder groups including but not limited to:
 - Operations – performance, planning and security matters in relation to Parking and Transport activities at terminal precincts, as well as Duty Terminal Manager coordination when necessary
 - Assets – contracts, repairs, new projects
- Work with the Commercial Contracts and Projects Manager to plan for and coordinate PTS capital projects, ensuring assets and systems are designed to support return on investment, operational effectiveness and customer service needs
- Provide support to The Commercial Contracts and Projects Manager in managing relationships, day to day activities and administrative tasks relating to PTS commercial contracts
- Provide support as directed for all PTS projects
- Effectively coordinate all internal and external stakeholders to ensure all projects are delivered within budget and in line with established project timelines
- Provide input and, where appropriate, prepare documentation for development projects relating to PTS capital projects, supporting the Commercial Contracts and Projects Manager to ensure assets and systems are designed to support return on investment, operational effectiveness and customer service needs are delivered in timely, cost effective and sustainable manner

Experience & Qualifications

Essential

- Strong computer skills
- Experience overseeing and liaising with a range of contractors
- Commercial experience in a car parking or similar business

Preferred

- Experience in the development of business cases
- Project Management experience
- Tertiary qualifications in a business-related discipline



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Knowledge & Technical Proficiency

- Parking services management or similar operations
- Contract management procedures
- Airport operational experience (desirable)

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.](#)