

Construction & Delivery Specialist			
Level	2	Location	Brisbane
Department	Infrastructure	Division	Infrastructure & Property
Group	Chief Financial Officer	Direct Reports	Yes
Reports to	Manager Construction & Delivery	Manager once removed (MOR)	GM Infrastructure & Property
Created	31/01/2018	Updated	

## Goals

My Role:	<p>The role exists to ensure the successful management of construction &amp; delivery activity across the Virgin Australia group's operational asset base, including where this is led by 3<sup>rd</sup> parties e.g. Airports.</p> <p>Ensures strong project management principals are adhered to relating to construction activity across VA's Infrastructure Programme of Work, under the direction and leadership of the Manager Construction &amp; Delivery.</p> <p>Leads construction procurement activity, project finances, management of internal and external resources/services to support delivery of construction on time and within budget.</p> <p>Developing and maintaining effective working relationships with airports and VA stakeholders</p>
My Department:	<p>The Construction and Delivery team exists within the Infrastructure and Property division to ensure physical delivery of Virgin Australia's infrastructure requirements either through VA-funded projects or airport-funded projects. This department also supports other functions within the team with technical advice to ensure planning and commercial discussions include realistic and achievable constructions and cost parameters.</p>

## Expertise

	Must have	Great to have
Knowledge / Qualifications	<ul style="list-style-type: none"> <li>Tertiary qualification (Construction / Project Management, Engineering, Architecture or related)</li> <li>Strong knowledge of Microsoft applications including Project, Excel, Word, PowerPoint, Visio and Sharepoint (and other PM process documentation tools)</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 5 years + Project Management experience</li> <li>Knowledge of automated airport technologies</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to manage small to medium range contracts</li> <li>A drive to build effective working relationships with stakeholders</li> <li>Ability to work across multiple projects concurrently</li> <li>Strong problem solving and critical thinking skills</li> </ul>	<ul style="list-style-type: none"> <li>Business Case development</li> <li>Ability to draft cost estimates</li> <li>Development of corporate governance and PMO processes</li> </ul>

Experience	<ul style="list-style-type: none"> <li>Client side experience in leading the delivery of infrastructure projects</li> <li>Procurement and management of building contractors and the various forms of contracts</li> </ul>	<ul style="list-style-type: none"> <li>Exposure to project development planning in the aviation industry</li> </ul>
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## Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Planning and Feasibility	<ul style="list-style-type: none"> <li>Collaborate within the division to provide construction advice and buildability</li> <li>Support development of solutions for VAG infrastructure taking into account time / scope / cost / operational requirements</li> <li>Engage with airports as required when projects move to delivery phase.</li> <li>Drive ongoing improvement of communication and provide advice on tools within the division.</li> </ul>	<ul style="list-style-type: none"> <li>Proactive engagement with the broader Infrastructure team with timely and informative inputs provided</li> <li>Reports, budgets and plans are prepared and disseminated to key areas of the business within agreed time frames</li> </ul>
2. Airport Infrastructure Development Management	<ul style="list-style-type: none"> <li>Act as representative for Airport Infrastructure Projects delivered by the Airports, working closely with VAG key business areas and stakeholders</li> <li>Ensure Airport Infrastructure project outcomes are defined and documented</li> </ul>	<ul style="list-style-type: none"> <li>Airport driven development projects deliver required infrastructure to meet operational requirements within financial objectives</li> </ul>
3.Strategic Procurement Advice and Contract Management	<ul style="list-style-type: none"> <li>Assist in the assessment and recommendations to the business with respect to construction contract procurement vehicles</li> <li>Effective management of building contractors and suppliers</li> <li>Formulate tender specifications and contractor selection key criteria</li> <li>Ability to influence and negotiate</li> </ul>	<ul style="list-style-type: none"> <li>Continued successful outcomes for projects delivered, either internally or by airports</li> <li>Demonstrated value for money in the selection of all contractors and consultants with executed contracts and/or consultant agreements maintained for all projects</li> <li>Strict adherence to VAG procurement governance and Code of Conduct policies</li> </ul>
4. Project Delivery	<ul style="list-style-type: none"> <li>Advise management on the need for external consultant project management assistance as the demands of the infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Cost effective project budget development</li> <li>Efficient planning to ensure consistent resource availability</li> </ul>

Accountability	Major activities	Performance Indicators
	<ul style="list-style-type: none"> <li>delivery plan requires</li> <li>Oversight of the built environment portion of Terminal / Airport redevelopments (Mainline &amp; Regionals) as required</li> <li>Develop processes to ensure projects are delivered to the business in a consistent and professional manner</li> </ul>	<ul style="list-style-type: none"> <li>to meet project delivery plan</li> <li>Development Project Management Plans to facilitate effective construction project delivery</li> <li>Projects completed on time</li> <li>Projects completed to budget</li> <li>Consistent high quality outcomes achieved for projects delivered</li> <li>Established processes in place for the handover of projects at completion to the Facilities Management team</li> <li>Compliance with all VAG and industry statutory safety requirements for construction project design and delivery</li> </ul>
5.Asset Management	<ul style="list-style-type: none"> <li>Provide construction advice and buildability assistance to the Facilities Management team as required to support effective asset management across the VAG</li> </ul>	<ul style="list-style-type: none"> <li>Proactive alternative design solutions to infrastructure maintenance issues provided</li> </ul>

**Competencies** are relevant to every Virgin Australia team member. Please refer to the Virgin Australia Behavioural Guide for further detail specific to your position.

- Continuous Improvement and Strategic Focus
- Critical Thinking and Analysis
- Organisational and Social Commitment
- People and Leadership
- Personal Awareness and Effectiveness
- Service Delivery
- Vivacity

## Key Interactions

Internal	Infrastructure Planning, Airport Commercial, Corporate Real Estate, Facilities Management, Finance, Product, Ground Experience, Customer Insights, Group Project Office, Safety Systems
External	Airport Authorities, Third Party Suppliers

## Major Challenges

- To ensure that business cases and project approvals allow for appropriate resources (both internal and

external) to support the infrastructure project delivery plan whilst also meeting business financial objectives

- Ensuring planning and commercial activities are well supported with timely, accurate and useful technical/construction advice to inform decision-making and negotiation
- Staying abreast of industry best practice relating to project delivery and contract procurement
- Leading education and work improvement initiatives within the division

## Our Expectations

### You are expected:

1. To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values – Caring, Excellence, Individuality, Resourcefulness, Innovation, Enthusiasm and Integrity.
2. To demonstrate our Leadership Behaviours; Act with integrity, Be decisive, Act quickly, Listen to Guests and team members and Take responsibility.
3. To comply with and actively support all position, department and company policy and procedures
4. To be a team player – supporting a one in all in approach and a first to know, best to deal with
5. To demonstrate our Safety First philosophy – First to find, first to fix! Ensuring that you keep our workplace fair and safe – free of all forms of discrimination and harassment and free from injury and incident.
6. To engage the very best of your personality and enthusiasm and create memorable, positive and fun experiences for all.

**Sign Off**

I have read and understand the requirements of this position. I agree to consult with my Manager or Leader should I not understand the key accountabilities or expectations of me. I will carry out the position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand the position description for my role is constantly evolving, based on emerging priorities and shifts in organisational and department needs, and therefore will be updated from time to time.

Team member name: [Add name]	Signature:	Date: [Add date]
Manager/Leader's Name: [Add name]	Signature:	Date: [Add date]