



Tenancy 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

Reporting to the Portfolio Manager, you will work for a team of accomplished Project delivery professionals, who have developed an enviable track record in the industry. This role requires someone who can plan, achieve high workloads, meet deadlines, develop relationships with various types of stakeholders and implement systems. This is not your average role and it will require a candidate who is driven, passionate about their role and is focused on delivering successful outcomes.



Tenancy Coordinator

Tasks and Responsibilities

- The Tenancy Coordinator will be assigned to deliver the Domestic Terminal Retail Upgrade Project and for the project report to the Senior Project Manager on a day to day basis
- The Tenancy Coordinator may be required for other tenancy projects at Brisbane Airport some time to time and will report to the Portfolio Manager for these projects
- Manage Tenancy Coordination process for retail tenants in accordance with BAC Guidelines and Lease Agreements
- Manage External Design Consultants to ensure compliance with BAC Guidelines and Lease Agreements
- Prepare and manage documentation as directed to a high standard
- Investigate and assess proposed briefs by contractors, consultants and project sponsors
- Liaise as necessary with Commonwealth, State and Local Authorities including Airport Building Controller and Airport Environment Officer
- Manage contractor and consultant correspondence to ensure timing responses in accordance with the project requirements
- Coordinate tenant project delivery with consultants and contractors
- Coordinate tenant project delivery with the Domestic Terminal Retail Upgrade Project and any other interfacing projects
- Provide safety leadership to the project team and implement BAC's Safety systems through the tenant project delivery
- Inspect tenant construction works and provide timely reporting, ensuring compliance with project documentation
- Maintain compliance to the BAC Project Management Framework
- Develop and maintain strong communication and collaborative partnerships with all stakeholders
- Undertake active stakeholder management as a "Partner of Choice"
- Assist in the development and ongoing management of project Risk Assessments
- Share knowledge with others in BAC and demonstrate a continuous improvement mindset



Tenancy Coordinator

Experience & Qualifications

Essential

- Diploma or higher qualifications in project management
- Eligibility for membership with the Australian Institute of Project Managers
- Minimum of 5 years' experience in retail tenancy co-ordination
- Minimum of 5 years' experience in building construction
- Understanding of construction codes and Australian Standard contract conditions
- Proven ability in managing stakeholders from a non-project related background

Preferred

- Minimum of 10 years' experience in retail tenancy coordination
- Tertiary qualification in project management
- Certification as a Project Manager with the Australian Institute of Project Management (AIPM)

Knowledge & Technical Proficiency

- Knowledge of building techniques and projects in operational environments
- Knowledge of workplace health and safety legislation
- Knowledge of all aspects of Project Management
- High level of oral and written and communication skills with particular experience with stakeholders
- Sound knowledge and experience with the implementation of alternate means of electrical power generation

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.

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