

**JOB DESCRIPTION**

**Job Title:** Coordination Analyst  
**ACL Job Grade:** Coordination Analyst (ACL APAC)  
**Department:** ACL APAC  
**Job Location:** Sydney, Australia

**Background**

Airport Coordination Limited (ACL) was formed in 1992 and is now the largest and leading independent airport coordination and capacity management organisation in the world. Based near Heathrow, the Company manages over three million aircraft movements annually, carrying more than 600 million passengers each year through the 76 Airports it serves. Airports include Heathrow – the world’s second busiest international airport and subject to much political debate and continued demand for access from all over the world; Gatwick, the world’s busiest single-runway airport; London City, the world’s busiest city-centre airport and Dubai, the world’s busiest international airport.

Overseen by the Worldwide Airport Slot Board (WASB), regulated by the EU Commission in Europe and the UK and Australian Government in the UK and Australia respectively, Coordination is the independent, neutral and transparent allocation of take-off and landing runway slots in way that optimises available airport capacity while satisfying airline commercial requirements. Coordination is a key link in the aviation planning chain.

In addition to its core coordination function, ACL continues to develop new revenue streams through the development and implementation of additional coordination contracts, models to existing customers, the provision of schedule data sales, training and a wide range of consultancy services including forecasting. The Coordination team and in particular the Coordination Manager takes a role in securing this incremental revenue and then delivering the services purchased.

**ACL APAC Dimensions**

3 Employees	1 Coordination Manager 1 Coordination Analyst 1 Coordinator
1 Airport	Sydney Airport (SYD)

**Job Purpose:**

To support the delivery our obligations to report coordination activity at Sydney Airport and ensure compliance with the Australian Slot Regulation.

Support the ACL data strategy to analyse, understand and report on schedule and airport capacity data held by ACL.

Utilise schedule information, business understanding and knowledge gained through the slot allocation process to provide insightful analysis of the airports schedule and operational viability with the objective of maximising the overall utilisation of the airport’s infrastructure. Understand demand for airport capacity for the purpose of forecasting potential future demand and associated schedules.

Utilise ACL data to provide visualisations that are universally understood and are easy to interpret and manipulate to aid decision making, identify trends and correlations. Support customers in identifying what data is important to their business and how ACL can support and add value. Provide support in the commercialisation of ACL's data to drive incremental revenue.

Match requested airline schedules to available airport capacity to make efficient use of airport capacity in accordance with industry guidelines, regulations, and standards.

Provide support to airport customers to maximise the utilisation of infrastructure.

Work with airlines to secure their required slots within the parameters set by the airport.

Monitor the use of slots to ensure compliance with the Slot Enforcement Code.

### **Engagement**

The analyst will have engagement with the Department, airline scheduling teams and airports capacity and operational teams. At times there is a requirement to engage with other industry stakeholders and with people of greater seniority up to Director Level.

### **Scope**

- Reports to Coordination Manager
- No direct management responsibility
- Through the allocation of airports capacity, indirectly impacts the strategy/revenue of airport customers.

### **Principle Accountabilities:**

- Provide high quality and timely analysis of ACL data, information and reports to airports management teams and meet all the deadline dates of the scheduling calendar in line with contracts agreed with customers.
- Deliver reporting in compliance with the Australian Slot Regulation.
- Evaluate data in relation to what is trying to be achieved providing commercial and operational considerations.
- To produce and develop a suite of visualisations of ACL data using our BI tool of choice Power Bi to aid understanding and support by our customers and support policy discussions across the industry.
- To provide professional analysis to airport customers and key stakeholders on capacity utilisation and use available data to formulate requirements for capacity declarations and provide guidance on how incremental capacity can be achieved.
- Find optimal solutions to scheduling problems and make best use of airport capacity; encourage co-operation between airlines and exercise appropriate discretion.
- Use data analysis techniques to monitor the use of airport slots by the airlines to ensure they are used at the correct times and across the agreed timescales.
- Allocate slots and schedules within agreed coordination parameters in accordance with industry guidelines, regulations and standards.
- Ensure response to slot requests within response time standards and maintain accurate and up-to-date schedule database information.

- Participate in committees responsible for matters of airline scheduling and airport capacity; seek ways to improve capacity, utilisation, operational performance and scheduling flexibility.
- Deliver a proactive and personalised service to airline customers, helping them solve their scheduling problems and develop their businesses.
- Provide proactive analytical support for airport customers, delivering excellent service and enhancing the range of services offered.
- Fully understand and promote ACL Products and Services to new and existing customers.
- Report on and support the development of Key Performance Indicators across the business.
- Provide ongoing support and development in the use of software across the business, including Microsoft Office applications.
- Develop and maintain automated analytical reports to be used across the business.

#### **Compliance:**

- Act in a neutral, transparent, and non-discriminatory way at all times.
- Comply with all applicable rules, regulations, legal and statutory requirements.
- Comply with all applicable industry guidelines where appropriate.

#### **PERSON SPECIFICATION**

##### **Qualifications and Knowledge**

- Degree education in a relevant discipline preferably Information & Computer Science, Operational Research or Mathematics
- Experience of airport capacity management and/or airline network planning desirable – or a strong interest in this sector
- 3-5 years' experience providing analytical insights and a proven track record of delivering improvement through data
- Knowledge of Excel (VBA, Macro) & Microsoft Power Bi or similar with the desire to develop skills in this area
- Proven ability to produce insightful analysis from complex data
- Good knowledge of the Australian aviation market – from personal research, work experience or again a personal interest in this market
- Proven track record of presenting to senior stakeholders

##### **Skills**

- Report writing skills
- Presentation skills - particularly of complex data
- Planning and organisation skills
- Project Management skills
- Ability to take balanced decisions and anticipate pitfalls
- Ability to comprehend the Company's and Customer's wider business strategies.
- Interpersonal and communication skills
- Methodical, reliable and accurate working skills, with a good command of English, including the ability to write clear and concise cross-functional business reports and present these to senior audiences when necessary.
- Cultural awareness

##### **Qualities**

- Analytical intelligence

- Independently minded
- Self motivated
- High levels of integrity, ethics and standards
- Ability to work under pressure
- Rational decision maker
- Professional appearance
- At ease with senior people