

Terminal Planner – North America

About Us

Airbiz is an international consultancy which provided strategic and planning advice to airports, airlines, design/construct firms, governments, and airport investors. We have offices in Australia, Canada, the USA, the United Kingdom, and New Zealand. Our team consists of airport and terminal planners, business analysts, aviation marketing specialists, project facilitators, modelling and simulation experts and creative strategists. We are renowned for our lateral thinking, which results in innovative and cost-effective outcomes. We have completed more than 2,500 projects in over fifty countries world-wide.

Airbiz strives for a workplace that reflects the diversity of the communities we serve. We support the employment equity and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates as an equal opportunity employer which welcomes diverse, and inclusive workplaces.

Learn more about us at www.airbiz.aero

The Opportunity

We have a permanent, full-time opportunity for a Terminal Planner and will consider applications from both graduates and experienced candidates. The successful candidate will use their architectural, engineering, planning, analytic and graphic skills, in collaboration with other Airbiz consultants to provide planning, conceptual design and business/data analysis for development projects, operational planning, major terminal programs and long-range planning efforts at airports around the globe.

Essential Requirements

The ideal candidate:

- Must have a tertiary qualification in Architecture, Engineering (Civil, Transportation, Industrial, Systems, Design or Process Engineering) or Planning (Aviation, Transportation, Urban and Regional Planning, etc.); or an equivalent combination of training and experience that include: data/statistical analysis, options development and evaluation, concept/design development, and plan preparation

- Will have demonstrable experience in both Computer Aided Design (CAD) and 3D modelling, Adobe Creative Suite applications, SketchUp and Microsoft Office Suite and working knowledge and experience with computer rendering.
- Is self-motivated, requiring minimal supervision, accountable and willing to take on responsibilities within a team environment.
- Can demonstrate commitment and ability to provide quality work and meet agreed deadlines.
- Has excellent communication skills including oral, written (including technical writing and report writing) and presentation skills
- Demonstrated relationship management and trust building skills
- Has exemplary time management, organizational skills to prioritize work and coordinate tight deadlines.
- Has strong analytical and research skills, ability to collate and concisely communicate key findings in written reports, slide decks, and in-person meeting formats.
- Has the ability to participate in and contribute to meetings to develop and implement successful project solutions by helping to prepare materials, supporting schedule coordination, and developing meeting minutes and summaries.
- Knowledge of planning best practice, standards and recommended practices in an Airport context a valuable asset

Key responsibilities include:

- Analyzing airside, passenger, and groundside processes and working collaboratively within the team, external business partners and government agencies to define business objectives for future development
- Developing input parameters including analysis of historical data, future forecasts and industry best practices to inform current and future planning efforts
- Devising working models which can be used for planning and analysis, to identify process and infrastructure improvements
- Developing options and concepts and assessing their costs and benefits relative to strategic objectives
- Drafting complete and detailed reports and presentations that include specific planning recommendations which are supported by analytics
- Providing support for long-range plans for terminal, cargo, airside, ground access, land development, as well as for individual programs and projects; this will be through translation of long-term demand forecasts and process reviews into facility requirements, taking into account capacity, process improvements and best practice
- Working with a range of stakeholders, both internal and external, to obtain inputs, feedback and buy-in on planning issues

Beneficial Requirements

The ideal candidate could also have:

- Previous experience working on aviation/airport planning.
- Experience in area analysis and spatial requirements, airfield geometric layouts, and applying standards to airport/terminal planning.
- Experience working in a project-based environment with teams and/or stakeholders.

Location & Compensation

- This position is to be based in the Canada or the USA, current office locations being considered are Vernon (BC), Montreal (QC) and Seattle (WA)
- Periodic business travel may be required.
- We compensate competitively, commensurate with experience and qualifications and provide a benefits package, annual salary bonus, and flexible work arrangements.

Mentorship and Professional Development

- We are committed to helping you grow as part of a team and will work with you to develop a professional development and mentorship plan. As a small firm, we offer a unique opportunity to work directly with senior staff, including principals and senior managers, for meaningful career development and learning outcomes.

Your application

Your application, CV and portfolio should be forwarded to jobs@airbiz.aero with the words "Terminal Planner NA" in the subject line. Your application should address how you meet the essential requirements and any of the desirable requirements of the position.

Only applications from individuals with the right to work permanently in the United States of America and/or Canada should apply for this position.