ARMIDALE Regional Council



Careers

Airport Contracts Coordinator

Job No: JR276	**Employment Status:** Part Time|12-Month Contract
Location: Armidale	**Closing Date:** 22 November 2026

Flexible Role. Commercial Challenge. Lasting Impact.

Seeking flexibility without sacrificing challenge?

Armidale Regional Council is seeking an experienced commercial professional to lead a strategic review of contracts, leases and commercial agreements at Armidale Regional Airport.

The 12-month, part-time contract offers genuine flexibility, making it ideal for an experience professional seeking work-life balance, consulting-style project work, a portfolio career, or a role that fits around other commitments.

You'll have the autonomy to lead a significant commercial reform project, identifying opportunities to improve revenue, strengthen governance and modernise legacy arrangements.

About You

You're commercially astute, highly resilient and motivated by delivering outcomes.

You don't shy away from difficult conversations, complex stakeholder environments or challenges that require persistence and diplomacy. You bring a practical, results-focused approach and take pride in seeing projects through to completion and delivering measurable results.

What You'll Do

- ✓ Review and improve airport leases, contracts and service agreements
- ✓ Identify commercial opportunities
- ✓ Negotiate new and existing agreements
- ✓ Lead EOI processes for airport land and development opportunities
- ✓ Work with tenants, legal advisers, valuers and key stakeholders
- ✓ Strengthen commercial governance, compliance and documentation

Why Join Us?

- ✓ 12-month contract with genuine flexibility
- ✓ Part-time role with autonomy and influence
- ✓ Ideal for consultants, semi-retired professionals, working parents or those seek a portfolio career
- ✓ Lead a high-profile commercial improvement project
- ✓ Deliver meaningful outcomes for a key regional asset
- ✓ **Salary from $94,132 per** annum (plus super) based on a 35-hour week.

Ready to make an impact? If you're an experienced commercial, property, contracts, projects or leasing professional looking for flexibility, challenge and the opportunity to leave a lasting legacy, we'd love to hear from you.

ARMIDALE Regional Council



Careers

Ready to apply?

In your application, tell us about…

- What would you bring to the ARC team, and why are you a good fit for this role?
- What skills, experience or personal qualities set you apart from other applicants?
- How does this role align with your longer-term career goals?

Please include a covering letter and a CV. We also want you to upload a video of yourself (no longer than 3 minutes*) answering the following:

- Briefly introduce yourself,
- What personal quality or strength are you most proud of, and how has it helped you achieve success?
- When you are you're at your best at work, what are you doing?

Please note:

- *Only .mov, .mp4, .wmv, and .avi files are accepted (maximum size 50 MB).You only need to respond to the five application questions (3 written and 2 video). Your resume and cover letter will still be assessed against all Essential Criteria in the Position Description. Please also upload PDF copies of your qualifications, tickets, and/or accreditations.*

For a confidential discussion, call Peter Friel, Airport Manager on 0499 493 058.

Be part of building something that matters.

Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.

Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click Here.