

Background and Objectives

AIRPORTS COUNCIL

INTERNATIONAL

Airports are complex and dynamic commercial enterprises serving the broad and diverse needs of 21st century communities in a globally connected world. Collectively, as curators of a commercial airport ecosystem, North America's Airport [Executive] Directors/Chief Executive Officers are leading organizations responsible for millions of jobs and trillions of dollars of economic impact within their communities. To achieve maximum organizational effectiveness and impact, these executives require excellence in visionary leadership to lead their organization's diverse and varied stakeholder groups, coordinating complex commercial activities for the collective good.

Recognizing the exceptional level of skill required to lead a successful 21st century airport, the Airports Council International – North America (ACI-NA) Human Resources Committee is excited to announce the annual Excellence in Visionary Leadership Award. Each year, this award will recognize the extraordinary leadership of an Airport Director, Executive Director, or President/CEO who best exemplifies the following competencies: relationship management, consultation, leadership & navigation, communication, global and cultural effectiveness, ethical practice, critical evaluation, people practice and business acumen. It will be presented at ACI-NA's annual conference to the airport leader who is judged best at leveraging the talents of an organization's stakeholders to achieve the airport's strategic goals. Leading an airport requires an unwavering commitment to bringing a vision to life coupled with excellence in each functional area of a 21st century commercial airport. The Committee believes it is appropriate to recognize this commitment.

Through ACI-NA's collaboration with the Society of Human Resources Management (SHRM), an extensive review of professional and academic literature was undertaken to identify existing models and best practices. To develop the competencies and the overall model, SHRM followed best practices, as delineated by the Society for Industrial and Organizational Psychology (SIOP) taskforce on competency modeling, as well as by relevant academic and professional literature about competency modeling. More than 100 focus groups were conducted with HR professionals around the world to gather input about the content of the model. The model was validated through extensive surveys and interviews with executive leaders of global companies.

ACI-NA is the oldest international airport owners and operators organization in the world. Beginning in 1948 as the Airport Operators Council (AOC), the organization celebrated its 60th anniversary in 2008. ACI-NA is the largest of the five worldwide regions of Airports Council International (ACI) and is a key leader of innovation to the industry.

The SHRM is a preeminent and globally recognized authority whose leadership, perspective, resources and expertise are sought and utilized to address the most pressing, current and emerging people management issues. SHRM represents more than 275,000 professionals within Fortune 500 companies in 160 countries.



The nine (9) competencies listed throughout this document will be described in detail in the "Recognition Criteria" section of this document.

Recognition

Only the applicant with the highest score based on the above criteria will be awarded the Excellence in Visionary Leadership Award.

Application

Any ACI-NA airport member, in good standing, is eligible to nominate and apply by submitting one (1) written report and five (5) collateral pieces of information, that demonstrate relevant competencies (i.e. collateral pieces may include press releases, magazines, newspapers, published articles, social media communication/information, interviews, podcasts, web-site analytics, audio or video clips, etc.).

Written Report

The written report submitted must detail how the Airport Director, Executive Director, or President/CEO exemplifies the competencies listed in this document. The written report should be insightful and contain structural analysis with examples on how the Airport Director, Executive Director, or President/CEO demonstrates the nine competencies.

Collateral Pieces

A characteristic of a strong and effective leader is to lead by example. Along with a written report, and five (5) collateral pieces of information may be submitted that demonstrates how the Airport Director, Executive Director, or President/CEO exemplifies the competencies listed in this document.

Please note that video submissions will be used for future ACI-NA marketing purposes.

Scoring

The award will be based on a total percentage of 100% (Written Report = 75% and Collateral Materials= 25%)

Selection Committee



The Selection Committee will consist of the representatives from each ACI-NA Committee operating as a judge so that the award represents all facets of an airport's business model *(15 committees represented)*. In no event will there be more than one representative selected from a committee representing the same airport. The intention is that no airport has more than one vote in the selection process.

Judges are given submissions as-is and the identical category criteria that airport participants are given to score each entry.

Entry Fee

There is no fee for each entry.

Submission Deadlines and Guidelines

The deadline for submission will be 5 p.m., June 26th, 2020. All submissions must be in English.

The written report should be **no more than 1800 words.** References and appendices can be included and will not count towards the 1800 words maximum limit. All submissions must be in PDF file.

The collateral pieces of information must not be greater than two (2) years of age, and the total number of any form of collateral pieces shall not exceed five (5). If any video/audio clips are submitted these pieces shall not exceed five (5) minutes collectively. In addition, one collateral piece of information may be used to demonstrate more than one (1) competency. All collateral pieces of information must demonstrate project/initiatives within the nominee's current organization.

If submitting video/audio clips, applicants must upload their video on a host server e.g. YouTube and Vimeo and submit the hyperlink to ACI-NA during submission. The video hyperlink can be private so that the video is only available to ACI-NA and the judging committee.

Receipt of the written report and supporting materials by the said deadline will be considered a formal submission.

All applicants must create an account to submit required materials. Please email Qinya Pang at <u>apang@airportscouncil.org</u> if airports encounters any difficulties completing the submissions.

Recognition Criteria

NORTH AMERICA

INTERNATIONAL

Applicants should submit their written report and video addressing all the competencies listed below. There are nine (9) competencies:

- 1. People Practice Expertise
- 2. Relationship Management
- 3. Consultation
- 4. Leadership and Navigation
- 5. Communication
- 6. Global and Cultural Effectiveness
- 7. Ethical Practice
- 8. Critical Evaluation
- 9. Business Acumen



Each competency consists of five distinct elements, title, definition, sub-competencies, behaviors, and proficiency standards. These elements are discussed in the key below.

КЕҮ		
TITLE	• This is the title of the competency	
DEFINITION	 This is the overall definition of the competency 	
SUB-	• These are competencies related to and/or subsumed by the	
COMPETENCIES	relevant competency	
BEHAVIORS	 These are behaviors demonstrated by individuals at the 	
	highest level of proficiency on the indicated competency	
PROFICIENCY	• These are standards for proficiency at executive level of	
STANDARDS	career stages. Each proficiency standard represents a	
	behavioral standards in which a professional at the executive	
	level should engage to be successful.	

COMPETENCY 1: PEOPLE PRACTICE EXPERTISE

NORTH AMERICA

INTERNATIONAL

Definition: The knowledge of principles, practices, and functions of effective people management.

Sub Competencies:	Behaviors:	Executive Level Application
 Strategic Business Management Workforce Planning and Employment Learning & Development Compensation and Benefits Risk Management Employee & Labor Relations Technology Global and International People Capabilities Talent Management Change Management 	 Remains current on relevant laws, legal rulings, and regulations Maintains up-to-date knowledge of general HR practices, strategy, and technology Ensures that the organization's people practices are aligned with, and supportive, of organizational strategy to drive outcomes Prioritizes work duties for maximum efficiency Develops and utilizes best- practices Delivers customized human resource solutions for organizational challenges Seeks professional development in contemporary people practices Seeks process improvement through numerous resources Utilizes core business and technologies to solve business challenges 	 Ensures establishment of criteria for compliance responsibilities Assumes responsibility for business outcomes Assesses strategic organizational people practice or workforce needs Requires executive team to be fully engaged in strategic issues as a factor in decision-making Demonstrates, through actions, awareness of broad-based knowledge to business needs in a proactive manner Requires alignment of policies and procedures with organizational values and goals Demonstrates exemplary vision for the organization's people practices Ensures that the organization's people functions are proactively involved with establishing and executing organizational initiatives Assesses business situations and develops strategies to improve organizational performance Provides balanced long-term and short- term strategic vision Anticipates potential people issues or service needs and proactively develops strategic response Engages all stakeholders in the design of proactive strategic people practice initiatives



Sub Competencies:	Behaviors:	Executive Level Application: (continued)
		 Remains aware of, and as necessary, involved in managing issues involving legal and financial risk to the organization Provides vision for achieving mission objectives through human capital strategy Evaluates strategic position in relation to internal and external forces Supports the establishment and maintenance of an effective people practice technology strategy

COMPETENCY 2: RELATIONSHIP MANAGEMENT

NORTH AMERICA

INTERNATIONAL

Definition: The ability to manage interactions to provide service and to support the organization.

 Business Networking Expertise Business Networking Expertise Visibility Customer Service (internal and external) People Management Advocacy Builds engaging relationships with all organizational Credibility Community Relations Transparency Proactivity Responsiveness Mentorship Influence Employee Engagement Teamwork Mutual Respect Mutual Respect Mutual Respect Champions the velocure and when delivering services and information to the organizational stakeholders Promotes successful relationships with stakeholders Promotes successful relationships int ways that promote the best interests of all parties Champions the view that organizational effectiveness benefits all stakeholders Promotes successful relationships with stakeholders Promotes successful relationships in ways that promote the best interests of all parties Champions the view that organizational effectiveness banefits all stakeholders Ensures as an advocate 	Sub Competencies:	Behaviors:	Executive Level Application:
•	 Business Networking Expertise Visibility Customer Service (internal and external) People Management Advocacy Negotiation and Conflict Management Credibility Community Relations Transparency Proactivity Responsiveness Mentorship Influence Employee Engagement Teamwork 	 Establishes credibility in all interactions Treats all stakeholders with respect and dignity Builds engaging relationships with all organizational stakeholders through trust, collaboration, and direct communication Demonstrates approachability and openness Ensures alignment with HR when delivering services and information to the organization Guarantees customer service to organizational stakeholders Promotes successful relationships with stakeholders Manages internal and external relationships in ways that promote the best interests of all parties Champions the view that organizational effectiveness benefits all stakeholders Serves as an advocate when appropriate 	 Encourages the continual improvement of relationship management performance metrics Promotes networking with, and influencing of, legislative bodies, and external business leaders Champions the development of organizational customer service strategies and models Requires being apprised of negotiations with internal and external stakeholders to advance the interests of the organization Provides strategies to ensure a strong customer service culture Ensures the creation of conflict resolution strategies and processes throughout the organization Remains aware of decision-making process to ensure consistency with organization's people practices and business strategy Promotes strategic relationships with internal and external stakeholders Leads a culture that supports intra- organizational relationships throughout the organization (e.g., silo busting) Encourages strategic opportunities and venues for employee



Sub Competencies:	Behaviors: (continued)	Executive Level Application: (continued)
	 Fosters effective collaboration among stakeholders 	 Proactively develops relationships with peers, clients, suppliers, board members, and senior leaders
	 Demonstrates ability to effectively build a network of contacts at all levels within the organization and in the community, both internally and externally 	

COMPETENCY 3: CONSULTATION

NORTH AMERICA

AIRPORTS COUNCIL INTERNATIONAL

Definition: The ability to provide guidance to organizational stakeholders.

Sub Competencies:	Behaviors:	Executive Level Application:
 Demonstrated ability to integrate all organizational functions into business strategy Relationships with all functional leaders Promulgates to executives the functional capabilities expected to demonstrate support of business strategy Documented identification of organizational success metrics associated with business strategy Requires alignment of business strategy calendar with functional calendars Creates dialogue to support all function's understanding of business strategy Requires a customized employee communications plan for all stakeholders Requires all functions to annually adapt their strategies to business conditions Requires that data is used to inform business strategy Requires all functional leaders to understand business leader's points of view and working styles 	 Develops consultative and coaching skills Focuses investments on capability improvements Maintains capabilities funding Ensures a unified employee experience with business outcomes Prepares staff and executives for change and ambiguity 	 Listens to business leaders' challenges Encourages strategic HR and business solutions Tailors high level communication to high influence stakeholder groups Proactively communicates business strategy updates to influence decision making Provides context in all organizational communications Uses appropriate analytic tools to provide leaders input on strategic decisions Supports opportunities to provide business solutions that provide return-on-investment for the organizational human capital challenges Supports leadership coaching on people-management issues Defines and supports what success looks like

COMPETENCY 4: LEADERSHIP AND NAVIGATION

NORTH AMERICA

INTERNATIONAL

Definition: The ability to develop, direct and influence initiatives and processes within the organization to achieve sustained organizational success.

Sub Competencies:	Behaviors:	Executive Level Application:
Transformational	Exhibits behaviors consistent	Leads staff in maintaining or adapting
and Functional	with and conforming to	organizational culture to be aligned
Leadership	organizational culture	with business strategy
Results and Goal-	 Fosters collaboration amongst 	• Works with other executives to design,
Oriented	stakeholders	maintain, and champion the mission,
Resource	Understands the most effective	vision, and strategy of the organization
Management	and efficient way to accomplish	Identifies the need for and facilitates
Succession	organizational objectives within	strategic organizational change
Planning	the parameters of organizational	Ensures alignment between the various
Project	governance, processes, systems,	business units' vision, mission, and
Management	and policies	organizational business strategy
Mission Driven	 Develops solutions to overcome 	Serves as the influential voice of the
Change	potential obstacles to successful	organization's strategies, philosophies,
Management	implementation of initiatives	and initiatives with external
Political Savvy	 Demonstrates agility and 	stakeholders
Influence	expertise when leading	Effectively manages risk, opportunities,
Consensus Builder	organizational initiatives or when	and gaps in business strategy
	supporting the initiatives of	Oversees critical large-scale
	others	organizational changes, with agility
	Sets the vision for organizational	engaging and aligning the support of
	initiatives and builds buy-in from	business unit leaders
	internal and external	Ensures appropriate accountability for
	stakeholders	the implementation of plans and
	Leads the organization through	change initiatives
	adversity with resilience and	Sets tone for maintaining or changing
	tenacity	organizational culture
	Engages and inspires	Champions the organizational mission
	organizational stakeholders (e.g.,	and vision within the broader
	employees, business unit leaders,	community
	informal leaders) when proposing	• Gains and maintains buy-in for, and
	new initiatives	commitment to, organizational change
	Serves as a transformational	across senior leadership
	leader for the organization by	
	leading change	

COMPETENCY 5: COMMUNICATION

NORTH AMERICA

INTERNATIONAL

Definition: The ability to effectively exchange information with stakeholders.

	Executive Level Application:
presentation skillsto the views of othersVerbal communication skill set through storytellingConsiders how stories can be used to persuade and teach various lessonsPersuasionTailors stories to specific audiencesPersuasionAssesses listeners' overall reactions to storiesDiplomacyLeads effective and productive meetingsActive listeningLeads effective and productive meetingsSocial technology and social media savvySupports communication technology and social mediaPublic relationsSupports and acknowledges new perspectivesWritten communication skill setSupports opportunities to debate and discuss competing points of viewAbility to tailor audiences's feelingsEnsures and provides proactive communication technologrAbility to tailor theDelivers critical information to all stakeholders	 Solicits feedback and buy in from executive-level/senior leader stakeholders Comfortably communicates with all size audiences Continually communicates organization mission and vision to all external stakeholders Inspires confidence through clear and honest communication Communicates consistently and regularly with senior leaders Ensures that senior leaders support the effectiveness of organizational communication Ensures that senior leaders' behavior and conduct are aligned with, and promote, organizational culture and strategy Ensures that senior leaders adopt communication with their immediate team as a daily practice Ensures timely executive communication all high-visible organizational issues

COMPETENCY 6: GLOBAL AND CULTURAL EFFECTIVENESS

NORTH AMERICA

INTERNATIONAL

Definition: The ability to value and consider the perspectives and backgrounds of all parties.

Sub Competencies:	Behaviors:	Executive Level Application:
Global	Maintains a strong set of core	Establishes the strategy to leverage
Perspective	values while operating with	global competencies for competitive
Diversity	adaptability to particular	business advantages
Perspective	conditions, situations, and people	Uses global economic outlook to
Openness to	Maintains openness to others'	determine the impact on the
Various	ideas and makes decisions based	organization's business strategy
Perspectives	upon experience, data, facts and	Maintains expert global and cultural
Empathy	reasoned judgment	knowledge/experience, as appropriate
Openness to	Demonstrates nonjudgmental	Maintains expert knowledge of global
Experience	respect for other perspectives	economic trends and how they may
Tolerance for	Works effectively with diverse	impact the organization
Ambiguity	cultures and populations	 Understands global markets and
Adaptability	Conducts business with an	associated legal complexities, as
Cultural	understanding and respect for the	applicable
Awareness and	differences in rules, customs, laws,	Fosters the organization's cultural norms
Respect	regulations, and business	and evaluates the stakeholders
	operations between own culture	experience, to ensure an inclusionary
	and all cultures	environment
	Appreciates the commonalities,	 Demonstrates an understanding of the
	values, and individual uniqueness	return-on-investment of a diverse and
	of all human beings	inclusive workforce
	 Possesses self-awareness and 	 Manages contradictory or paradoxical
	humility to learn from others	practices, policies, and cultural norms to
	• Embraces diversity and inclusion as	ensure multi-cultural harmony and
	a business value	organizational success
	Adapts perspective and behavior	Integrates perspectives on multi-cultural
	to meet the cultural context	differences and their impact on the
	Navigates the differences between	success of the organization
	commonly-accepted practice and	• Sets the vision that defines the strategic
	law when conducting business in	connection between diversity and
	other nations	inclusiveness practices for stakeholders
	Operates with a global, open	and organizational success
	mindset while being sensitive to	Builds multi-cultural relationships and
	local cultural issues and needs	partnerships
L		



Sub Competencies:	Behaviors (continued):	Executive Level Application:
	 Operates with a fundamental trust in other human beings Takes responsibility to educate others about the differences and benefits that multiple cultures bring to the organization to ensure inclusion Incorporates global business and economic trends into business decisions Maintains awareness of new frontiers and horizons when it comes to diversity and inclusionary practices (i.e., generational diversity, etc.) 	

COMPETENCY 7: ETHICAL PRACTICE

AIRPORTS COUNCIL

INTERNATIONAL

Definition: The ability to integrate core values, integrity, and accountability throughout all organizational and business practices.

Sub Competencies:	Behaviors:	Executive Level Application:
Rapport Building	Maintains confidentiality	Empowers senior leaders to maintain internal
Trust Building	• Acts with personal,	controls and create an ethical environment to
Personal,	professional, and	prevent conflicts of interest
Professional, and	behavioral integrity	• Maintains contemporary knowledge of ethics,
Behavioral	Responds immediately to	laws, standards, legislation, and emerging
Integrity	all reports of unethical	trends that may affect organizational practices
Professionalism	behavior or conflicts of	• Establishes one's self as a credible and
Credibility	interest	trustworthy source for people to voice
Personal and	• Empowers all employees to	concerns
Professional	report unethical behavior	• Challenges other executives and senior leaders
Courage	or conflicts of interest	when potential conflicts of interest arise
	without fear of reprisal	• Withstands politically motivated pressure when
	Shows consistency	developing strategy
	between espoused and	• Demonstrates, through actions, the standard
	enacted values	for being a role model of ethical behavior by
	Acknowledges mistakes	consistently conforming to the highest ethical
	Drives the corporate	standards and practices
	ethical environment	• Ensures the balance of organizational success
	• Applies power or authority	and people advocacy when creating strategy
	appropriately	Requires policies and internal controls to
	Recognizes personal bias	minimize organizational risk from unethical
	and others' tendency	practice
	toward bias, and takes	• Provides an approach that holds employees
	measures to mitigate the	accountable for their actions
	influence of bias in	• Encourages decision making that is aligned with
	business decisions	organizational strategies and values
	Maintains appropriate	• Communicates the vision for an organizational
	levels of transparency in	culture where espoused and enacted values
	organizational practices	align
	• Ensures that all stakeholder	• Leads a culture that requires all employees to
	voices are heard	report unethical practices and behavior
	Manages political and	• Requires that all business practices be aligned
	social pressures when	with ethics and standards and compliant with
	making decisions	laws

COMPETENCY 8: CRITICAL EVALUATION

AIRPORTS COUNCIL

INTERNATIONAL

Definition: The ability to interpret information to make business decisions and recommendations.

Sub Competencies:	Behaviors:	Executive Level Application:
 Measurement and Assessment Skills Objectivity Critical Thinking Problem Solving Curiosity and Inquisitiveness Research Methodology Decision-making Auditing Skills Knowledge Management 	 Makes sound decisions based on evaluation of available information Assesses the impact of changes within the regulatory and legislative environment on organizational human resource management functions Transfers knowledge and best practices from one situation to the next Applies critical thinking to information received from organizational stakeholders and evaluates what can be used for organizational success Gathers critical information Analyzes data with a keen sense for what is useful Delineates a clear set of best practices based on experience, evidence from industry literature, published peer- reviewed research, publicly available web-based sources of information, and other sources Analyzes information to identify evidence-based best practices Identifies leading indicators of outcomes Analyzes large quantities of information from research and practice 	 Maintains expert knowledge in the use of data, evidence-based research and benchmarks business metrics to make critical decisions Maintains expert knowledge and ability to interpret data and make recommendations Makes decisions with confidence based on analysis of available information to drive business success Sets the direction of the organization through evaluation of risks, economic and environmental factors within the business Seeks information in a strategic, systematic manner to use in decision-making Analyzes information needed to direct, evaluate, and use data and other information to make effective decisions Sponsors process improvement initiatives using evidence-based solutions Communicates the impact on organizational strategy of relevant and important findings from data analysis Applies, translates, and interprets findings from evaluations towards building effective and creative policies within organizational context Utilizes external/environmental awareness and experience in decision-making Challenges assumptions and critically examines all initiatives and programs Provides strategic view to direct and prioritize decision-making

COMPETENCY 9: BUSINESS ACUMEN

AIRPORTS COUNCIL

INTERNATIONAL

Definition: The ability to understand and apply information to contribute to the organization's strategic plan.

Sub Competencies:	Behaviors:	Executive Level Application:
 Strategic Agility Business Knowledge Systems Thinking Economic Awareness Effective Administration Knowledge of Finance and Accounting Knowledge of Sales and Marketing Knowledge of Technology Knowledge of Labor Markets Knowledge of Business Operations/Logistics Knowledge of Government and Regulatory Guidelines Organizational Metrics/Analytics/Busi ness Indicators 	 Demonstrates an understanding of the strategic relationship between effective human resource management and core business functions Demonstrates a capacity for understanding the business operations and functions within the organization Understands the industry and business/competitive environment within which the organization operates Considers the business case for management (e.g., Return on Investment/ROI) as it relates to efficient and effective organizational functioning Understands organizational metrics and their correlation to business success Optimizes organizational resources to learn the business and operational functions Uses organizational metrics to make decisions Champions the value of HR to the business, both internally (i.e., ROI of HR initiatives) and externally (e.g., employment branding) Leverages technology to solve business problems 	 Excertise tereinprivation: Establishes airport-wide considerations in all proposed business cases for projects and initiatives Benchmarks the competition and other relevant comparison groups Communicates direction on local and global market forces and their relation to organizational success Maintains expert knowledge of business lines and products/services, as well as the competitive market Develops and supports business strategies to drive key business results Maintains expert knowledge of economic factors and the economic environmental impact on industry and organization operations Evaluates critical activities in terms of value added, impact, and utility derived from a cost-benefit analysis Maintains expert knowledge of key industry and organization metrics – 'knows the business' Includes all functions within broader business technology strategies to solve business problems and needs Serves as strategic contributor to organizational decision-making regarding fiscal, product/service lines, operations, human capital, and technological areas



Sub Competencies:	Behaviors:	Executive Level Application: (Continued)
		 Influences government policy and proposed regulations Develops business strategy with top leaders of the organization Defines strategy for managing talent within the confines of the labor market Ensures all business initiatives have ROI that adds to value Ensures alignment of HR strategy, goals, and objectives to overall business strategy and objectives Demonstrates fluency in the language of business administration with senior leaders Assesses and develops solutions with analysis of impact on ROI, utility, revenue, profit and loss estimates, and other business indicators Examines organizational challenges and opportunities with a sense for integrating solutions designed to maximize ROI, profit, revenue, and strategic effectiveness
		 leaders of the organization Defines strategy for managing talent within the confines of the labor market Ensures all business initiatives have ROI that adds to value Ensures alignment of HR strategy, goals, and objectives to overall business strategy and objectives Demonstrates fluency in the language of business administration with senior leaders Assesses and develops solutions with
		 revenue, profit and loss estimates, and other business indicators Examines organizational challenges and opportunities with a sense for integrating solutions designed to maximize ROI, profit, revenue, and



Questions?

If you have any questions, please contact Qinya Pang at <u>gpang@airportscouncil.org</u>