



Position Snapshot

Position Title:	Safety Coordinator
Division / Department:	VARA Safety Systems Division / VARA Safety Systems
Location:	Head Office (PER)
Reports to:	Manager, Operations Risk & Business Support
Direct reports:	0
Level:	1C
Award:	Airline Operations Ground Staff Award 2020
Classification:	Clerical administrative and support / Level 4
Date:	September 2021

Overall Impact Statement

Our vision is to build the airline people love, and we'll do that by having happy people, happy customers, happy owners, by doing what matters, and by ensuring everyone is safe, always. We also believe that how you show up is as important as what you do.

The objective of the Safety Coordinator role is to coordinate the production of safety data packs, minute taking, Emergency Response and Drug and Alcohol Testing.

Organisational Context

Virgin Australia Group is a major Australian airline headquartered in Brisbane, Australia. The company operates scheduled domestic and short-haul international flights, charter and cargo services, and the award-winning loyalty program Velocity Frequent Flyer. The Group has been a competitor in the Australian aviation landscape for more than 20 years.

The company is now embarking on an exciting new chapter in the next stage of our journey. In September 2020, US private equity firm Bain Capital acquired Virgin Australia in a \$3.5 billion deal. The airline has now re-launched as a mid-market carrier with a renewed focus on small and medium sized businesses, price-sensitive corporates, premium leisure travellers and holiday makers.

Since November, Virgin Australia has been working on a plan to set itself up for future success. The Group has worked to ramp up flying, simplified its organisational structure, confirmed plans for 25 new 737 aircraft to renew and grow the fleet, and signalled deeper investment in technology and customer experience.

The Group recently appointed several new faces to its Executive Leadership Team, all with a proven track record and deep experience in aviation or consumer-focussed businesses.

Virgin Australia Group prides itself on recruiting the right people to meet the challenges ahead. No matter their role – our employees share an enormous amount of passion for our guests and ambition to be the most loved airline in Australia.

VARA operates out of Perth Airport and has a fleet of F100 aircraft and A320 aircraft that predominantly conduct charter operations to regional Western Australia. VARA has continued to operate through COVID-19 and beyond to support our major clients in the mining industry and the future is exciting and prosperous.

The Safety Systems team at VARA has an exciting focus on strengthening capability and creating a great team culture. We're looking for someone who has the right attitude, motivation, commitment and passion to work within an airlines safety department.

The role reports to the Manager Operations Risk & Business Support. The portfolio is diverse and allows to work with other departments around data analysis, risk and change management, emergency response and DAMP as well as administrative duties such as minute taking and invoice management for the department.

Key Accountabilities

Accountability	Major Activities
Safety, Security & Business Resilience	<ul style="list-style-type: none"> - Complete mandatory training applicable to the role (including Safety, Security, Resilience and, Health and Wellbeing) - Participate in the SMS and SeMS by identifying and reporting hazards to the operation - Be aware of personal safety matters including the emergency procedures relevant to role location - Adhere to all documented operating procedures - Actively participate in Safety Shares - Actively participate in Better Me initiatives - Actively participate in the Groups emergency response program - Participate in consultation of WHS matters as related to your working environment - Challenge unsafe behaviours in others - Abide by the lawful directions of security personnel and law enforcement officers. - Actively participate in the Group's Resilience program.
Change, Risk & Safety	<ul style="list-style-type: none"> - Develop and maintain the systems, processes and procedures for change management - Coordination and participation of change management administration/process in accordance with the approved SMS - Update CMPS in line with business requirements - Audit Change Management and Risk Management procedures to ensure internal compliance - Develop Safety meeting Packs for SAG, SRB, HFNTS, FRMC and take minutes of meetings - Conduct DAMP tests as required for VARA personnel - Administer the Safety Training database supporting the business units with issues and concerns - Conduct other administrative functions for the Safety Systems Department as required - Support the Safety team with ad-hoc analysis of data as required
Business Resilience / Emergency Response	<ul style="list-style-type: none"> - Co-ordinate Business Resilience activities and training for the VARA Business - Ensure ERP and Business Resilience documentation is up to date and conduct checks to ensure compliance - Participate in Business Resilience Exercises and take notes on following up on actions required to be completed
Third Party Suppliers	<ul style="list-style-type: none"> - Actively manage and coordinate the renewal of third party suppliers for the business - Engage with external parties to ensure conformance to internal procedures for contracts and supplier approvals - Monitor and track supplier approvals to ensure they do not become overdue

Key Requirements

Requirement	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> - N/A 	<ul style="list-style-type: none"> - Safety related qualifications such as SMS, continuous improvement, would be beneficial but not mandatory - Any degree / diploma or similar qualification would be beneficial but not mandatory
Experience	<ul style="list-style-type: none"> - Less than 2 years in a similar administrative, officer or coordinator role 	<ul style="list-style-type: none"> - Previous experience in the aviation industry in either a safety or an operational area would be beneficial but not mandatory
Skills	<ul style="list-style-type: none"> - Medium to advanced Microsoft Suite skills (Word, Excel, PowerPoint etc.) - Ability to learn quickly in a fast paced environment - Ability to plan and prioritize workload - Ability to prioritize work and achieve results - Excellent interpersonal skills and communication skills - Problem solving and analytical skills - Proven ability to present data in new and simple formats - Ability to interact with team members at all levels of the organization 	<ul style="list-style-type: none"> - N/A
Knowledge	<ul style="list-style-type: none"> - General Administration 	<ul style="list-style-type: none"> - Understanding of Risk and Change - Understanding of a safety management system

Virgin Australia Leadership Standards

Standard	Level 1 Behavioural Descriptors
Passionately VA	<ul style="list-style-type: none"> • Displays a passion for delighting both internal and external customers • Seeks to understand customer needs by actively listening to their thoughts and concerns • Embraces diversity and is responsive to different experiences, perspectives, values and beliefs • Is curious and continuously looks for ways to learn and improve • Knows, understands and follows standard operating procedures • Is authentic and honest, can admit to making mistakes
Desire to be Better	<ul style="list-style-type: none"> • Strives to improve experiences for internal and external customers • Has a curious mind towards identifying opportunities and finding ways to be better • Demonstrates a high level of personal motivation to learn and develop • Resourceful and creative with coming up with solutions • Identifies and contributes ideas for improvement • Identifies, addresses and reports safety hazards
Collaborates	<ul style="list-style-type: none"> • Displays passion for sharing knowledge and ideas • Voices opinions and new ideas freely • Respects differences and seeks to understand diverse perspectives • Works constructively in and across teams, viewing every interaction as an opportunity to collaborate • Is curious and open-minded to new ideas, perspectives and approaches • Clarifies own understanding and embraces alternate view • Challenges behaviours that compromise safety
Inspires Team	<ul style="list-style-type: none"> • Participates in 2-way conversations, listening and discussing issues thoughtfully and openly • Understands and value the skills, knowledge and experiences that others bring • Engages with others, clearly conveying information and facts • Actively seeks to provide suggestions on how to be a better team • Informs team about work and progress • Understands personal obligations with respect to following standard operating procedures
Creates Future	<ul style="list-style-type: none"> • Welcomes change and remains positive in the face of ambiguity • Seeks information to understand change and impacts • Demonstrates a change mindset, flexibility and openness • Understands the need for VA Group to be innovative and drive business improvement • Seeks to understand Virgin Australia's strategy and how they can contribute • Demonstrates forward-thinking and awareness of immediate consequences of actions ensuring safe outcomes
Drives Results	<ul style="list-style-type: none"> • Plans work to deliver within expected timeframes • Shows energy, enthusiasm and initiative for achieving own goals • Follows through on commitments to both internal and external customers • Seeks guidance and support to address obstacles and achieve set goals • Integrates feedback and takes responsibility for achieving own goals • Delivers outcomes within standards operating procedures.