



Position Snapshot

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| Position Title: | Safety Advisor |
| Division / Department: | Safety Systems & Operations Support / Safety Systems Common |
| Location: | PER |
| Reports to: | Head of Safety Systems |
| Direct reports: | 0 |
| Level: | 1D |
| Award: | N/A |
| Classification: | N/A |
| Date: | March 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 Advisor role is to partner with the business stakeholders to maintain safety (aviation safety and OHSE) performance and compliance for Virgin Australia Regional Airlines (VARA) in line with the regulations.

The primary functions of the role are associated with OHSE (operational health safety and environment).

They will be responsible for overseeing and undertaking OHSE audits, investigations and inspections of facilities, operational locations and externally contracted providers to ensure compliance with the applicable Work, Health and Safety regulations, Virgin Australia Group (VAGP) procedures and any other applicable safety standards, procedures and contracted requirements.

The Safety Advisor will also be responsible for having input into operational safety risk, the development of corporate safety education, production of governance packs and partnering with stakeholders through risk workshops.

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.

The Safety Advisor will join the Safety Systems Department who provide safety data, information and subject matter expertise to the VARA organization. We, as a team, partner with the departments to assist risk mitigation strategies and deliver a safe operating environment.

Key Accountabilities

| Accountability | Major Activities |
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| 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. |
| Safety | <ul style="list-style-type: none"> - Ensure that procedures adopted for the completion of WHS audits, inspections and investigations are compliant with the VARA SMS and OEMP as well as the VAGP SSM5 WHS manual - Through the safety reporting, audit and investigation process, identify potential and actual WHSE hazards and aviation safety hazards and risks to operations - Develop management systems to identify potential and actual aviation safety and WHSE hazards and risks, and report these to the business - Provide safety feedback and safety promotional information to ensure that the VARA WHSE and VARA Safety documentation and procedures continually evolves - Participate in the development and delivery of training material - Support the review of WHSE reports - Oversee the review of WHSE occurrence reports, including processing and identification of reports which may require escalation for investigation - Work with the Safety Analyst and Safety Co-Ordinator to manage and develop data packs for SRB, SAG, FRMC, HFNTS - Assess emerging compliance issues and trends and engage with stakeholders - Be the point of contact for the purposes of responding to VAGP, Worksafe or other external agencies in relation to WHSE inquiries |
| Risk Management | <ul style="list-style-type: none"> - Identify emerging trends and risks and present risk based data to influence management - Assist departments with risk assessments and risk support - Work with the Safety Analyst to facilitate and manage risk assessment workshops (Using the RMF and Bowtie Software) |

| Accountability | Major Activities |
|-------------------------|---|
| Audits / Investigations | <ul style="list-style-type: none"> - Develop and maintain an annual audit and inspection program of activities and facilities to ensure adherence to regulatory and organizational WHSE requirements (including conduct of audits where required) - Through the audit process, accurately identify the causal factors of any deficiencies discovered and identify the human factors that contributed to the root cause - Monitor and assist the departments implement corrective and preventative actions as they relate to audits until completed - Undertake travel as necessary to complete assigned audits and inspections Review audit scopes to ensure they capture latest regulations and VARA and VAGP procedures Review outputs from the WHSE audit and Inspection program and monitor trends in order to minimise risk to the business - Monitor and assist the departments implement corrective and preventative actions as they relate to investigations until completed. - Lead investigations and participate in investigations - Ensure that all WHSE investigations are completed in accordance with the documented timelines |

Key Requirements

| Requirement | Essential | Desirable |
|-----------------------------------|---|---|
| Education / Qualifications | <ul style="list-style-type: none"> - CERT IV, Diploma or similar in WHS / OHS - Knowledge of WHS and Environmental regulations, codes of practice and Australian Standards | <ul style="list-style-type: none"> - SMS or Risk Qualification - Other relevant OHSE Qualifications - Audit qualification or similar |
| Experience | <ul style="list-style-type: none"> - Up to 3 years experience in a Safety Advisor / Officer or OHSE Role or similar - Some experience in conducting WHS and Environmental audits / inspections - Some experience in or leading or participating in WHSE investigations | <ul style="list-style-type: none"> - Some experience in conducting analysis and making recommendations - Some experience in Aviation |

| Requirement | Essential | Desirable |
|------------------|---|---|
| Skills | <ul style="list-style-type: none"> – Excellent communication skills – Report writing skills – Ability to partner and collaborate with stakeholders – Ability in the interpretation of legislative – Ability to develop and maintain relationships with a range of stakeholders and to positively influence these through communications, direct engagement and other means – Good interpersonal skills – Investigation problem solving and analytical skills – Intermediate to advanced level skills in productivity tools including as a minimum the MS Word, Excel, PowerPoint – Good working knowledge of legislation published by local regulatory authorities – Proven ability to present analysis data and provide accurate and reliable advice and | <ul style="list-style-type: none"> – Understanding of Risk Management Principles |
| Knowledge | <ul style="list-style-type: none"> – Knowledge of WHS and Environmental regulations and policies – Understanding of the regulations and standards | |

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. |