



Position Snapshot

Position Title:	Safety Reporting Specialist
Division / Department:	Safety Systems & Operations Support / Operations Risk & Business Support
Location:	BNE
Reports to:	Leader, Safety Reporting & Analysis
Direct reports:	0
Level:	2A
Award:	Not Applicable
Classification:	Not Applicable
Date:	December 2022
VA Competency Standards:	https://virginaustralia.sharepoint.com/sites/Vine/people/Documents/VA_Compentency_Framework.pdf

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 Reporting Specialist role is to develop the systems, processes and interfaces to support ongoing safety data analysis and reporting systems, and provide high level

analysis and recommendations for business requirements as well as encouraging technology, they propose changes to the way our business operates so that we can become more efficient and better at what we do. Responsible for supporting such a broad area of the business will require a high level of organization, and ability to prioritise work while maintaining relationships. The role is also responsible for analysing methods and alternative models for presentation of risk and safety data and initiate action to solve problems and improve existing systems.

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, and has always been known for its wonderful people who do their jobs with signature Virgin Flair.

Under new ownership since November 2020, and led by an Executive Leadership Team who all have proven track records and deep experience in aviation or consumer-focussed businesses, Virgin Australia has transformed as a business. The company's 737 fleet has gone from 58 aircraft to 88 aircraft, it has introduced a simplified fare structure focused on providing value to customers, announced a commitment to a target of net zero emissions by 2050, invested in the re-start of short haul international travel for the airline, refreshed the lounge product, and delivered step change investments in technology.

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.

Virgin Australia has won many awards over the years including Best Cabin Crew, Best Domestic Airline and Best Economy Class. Velocity Frequent Flyer has also scooped a wealth of prestigious gongs including the Freddie Awards Best Program of the Year and Best Redemption Ability for Asia/Middle East and Oceania.

Through the Safety Management System of the airline the team provides visibility of safety performance and risk. Additionally, the Team provides safety services and specialist advice to the operating divisions to allow them to effectively manage risk and deliver improved safety outcomes

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.
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Performance Reporting	Automation and development of measurement, statistics and reporting to deliver towards the overall divisional scorecards
Modelling/Benchmarking	<ul style="list-style-type: none"> - Utilize large sets of data to perform analysis and identify and raise where appropriate key trends or areas of interest
People and Business Support	<ul style="list-style-type: none"> - Willingness to share knowledge to other team members and assist in building the overall team capabilities - Provision of training and support to the operations group in the use of the Safety Systems database

Accountability	Major Activities
Analysis and Reporting	<ul style="list-style-type: none"> - Regularly liaise with business stakeholders to determine analysis requirements -Undertake regular data quality checks -Perform safety data analysis to identify and report on trends and contributing factors, and make recommendations for continuous improvement of the Safety Management System -Develop predictive / proactive data analysis processes -Assist in the preparation of regular reports in accordance with Safety Systems and Operations Support and business unit requirements
Systems	Maintenance and continuous improvement of the Safety Database (Intelex)

Key Requirements

Requirement	Essential	Desirable
Education / Qualifications	2-5 years' experience in analytical role with formulating solutions to complex problems.	Relevant Degree. Aviation/travel or transportation industry experience.
Experience	<p>A proven ability to research and present data from both familiar and new sources.</p> <p>Effective presentation and facilitation skills</p>	Equivalent experience working within a similar role in a safety division of an airline including a broad understanding of an airline operations environment.
Skills	<p>Excellent organisational skills</p> <p>Ability to multi-task & prioritize</p> <p>Exceptional attention to detail</p> <p>Strong written, verbal and numerical communication skills</p> <p>Proven ability to work within a small team</p> <p>Developing effective and influential relationships</p> <p>Ability to influence people and decision making</p>	SQL/Dax Skills Intelex
Knowledge	<p>Familiarity with Microsoft Power BI</p> <p>Business intelligence dashboard development</p>	An understanding of Aviation Working Knowledge of Intelex