



Position Snapshot

Position Title:	People Safety Specialist
Business / Division / Department:	Safety Systems - People Safety Department
Location:	Brisbane Airport
Reports to:	People Safety & Wellbeing Manager
Direct Reports:	0
Classification:	2.A
Date:	August 2020

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 People Safety Compliance Specialist role is to oversee the Virgin Australia Workplace Health and Safety (WHS) Management System and ensure best practise prevention is being applied, safety outcomes are achieved, and effective processes are in place to ensure legislative compliance.

Organisational Context

Virgin Australia Group is a major Australian airline group which launched in 2000 bringing real competition to the skies. The Group is made up of Virgin Australia Airlines, Virgin Australia Regional Airlines, Virgin Australia Cargo and Velocity Frequent Flyer – our awesome loyalty program.

We operate regional, domestic and international flights and each year we carry more than 25 million passengers here, there, and everywhere! We're known for our exceptional customer service, award-winning cabin crew and fantastic product offerings. We're also passionate about the environment and reducing our carbon footprint both on the ground and in the air.

Passionate team members make up the Virgin Australia Group. We pride ourselves on recruiting the right people into the right roles and we're always looking for team members in all specialities to join our crew.

Virgin Australia Group team members are pretty unique, and we all have the same DNA inside us which makes us want to go one step further for our customers and each other. When we live our shared values, we can do things that most people would think impossible, and we think that's pretty cool.

As a result, every person we come into contact with – be it our guests, customers, colleagues or the community, will feel and experience better outcomes, based on the interactions we have with them.

Key Accountabilities

Accountability	Major Activities
Compliance	<ul style="list-style-type: none">• Using specialised practical procedures, knowledge, techniques, and learned skills to manage the safety assurance scheduled and special purpose audit program including 45001 and Comcare legislative requirements for WHS• Oversight of WHS compliance and auditing, providing specialist advice on the development and implementation of effective corrective and preventative actions for audit findings and gaps as well as the overall continuous development of the WHS Management System• Demonstrated compliance with the Corporate Risk document suite• Mentoring leaders to ensure consistent approach across all divisions and locations• Manage the transition and implementation of proposed legislation and regulation

	<ul style="list-style-type: none"> • Lead, facilitate and support development of WHS principles, actively engage with key stakeholders and staff, and provide advice, guidance and leadership support on People Safety issues.
Reporting	<ul style="list-style-type: none"> • Provide analysis, reporting and insights to support effective decision making and compliance outcomes. • Provision of reports and documentation for internal and external reporting requirements including PSRRC, MSRRC, ESRRRC and BSRRC • Produce in-depth reports from external audits, detailing identified gaps, potential implications and corrective action plans for Group • Maintain the safety and risk management profile and ensure accurate data is captured and delivered to key relevant stakeholders, including providing timely and specialist advice on WHS occurrence data, investigation and audit findings and maintaining a comprehensive operational and organisational risk database for Group.
Quality Control	<ul style="list-style-type: none"> • Manage the ongoing development of the People Safety SMS • Contractor Management – Audit and review contractual agreements, Safety management Systems, processes and procedures for safety compliance of contractors • Maintain oversight of VA Care and Incident Reporting ensuring accuracy • Engage with key stakeholders to influence positive outcomes of best practise
Special Projects	<ul style="list-style-type: none"> • Manage and support special projects as directed by the People Safety & Wellbeing Manager

Key Requirements

Requirement	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Certification in systems auditing • Relevant degree or equivalent experience within a similar role in a safety division. 	<ul style="list-style-type: none"> • Experience in a similar role within the airline industry • Airline Industry operational experience
Experience	<ul style="list-style-type: none"> • Extensive experience in development of WHS management systems • In-depth knowledge of WHS standards and management systems 	<ul style="list-style-type: none"> • Experience in development, implementation or support of complex issues • Experience in complex solution evaluation and design projects

	<p>Understanding of workplace hazards and principals of identification and analysis</p> <p>Previous experience with data, statistical and risk analysis</p> <ul style="list-style-type: none"> • Familiarity with airline systems application and web-based products • Coordination of audits • Experience in the development of management reports. • Demonstrated change management experience 	
Skills	<ul style="list-style-type: none"> • Excellent written and verbal skills with the ability to communicate complex thoughts and ideas clearly • Ability to work efficiently in a team environment • Effective presentation and facilitation skills. • Proven ability to link multiple tasks within a system of work. 	<ul style="list-style-type: none"> • Project management skills and understanding of associated principals.
Knowledge	<ul style="list-style-type: none"> • Understanding the Virgin Australia Safety Management System. • Demonstrated understanding of legislation, regulations and WHS standards including best practice. • An understanding of best practice and leading-edge initiatives. 	<ul style="list-style-type: none"> • Working knowledge of global and local prevention trends.

Virgin Australia Leadership Standards

Standard	Level 2 Behavioural Descriptors
Passionately VA	<ul style="list-style-type: none"> • Initiates customer centric solutions • Supports initiatives to improve policies, processes and customer interactions • Seeks and identifies opportunities to surprise and delight both internal and external customers • Recognises ideas of all stakeholders and encourages innovative approaches • Expresses own point of view and challenges basic assumptions • By example, sets the direction for team members regarding safety performance and following procedures
Desire to be Better	<ul style="list-style-type: none"> • Takes into consideration the impact to customer experience when making decisions • Applies learning from previous experiences to improve future approaches and solutions

	<ul style="list-style-type: none"> • Seeks and provides feedback and opportunities to learn, valuing contribution of self and others • Identifies issues in existing systems and processes that may not be obvious to others • Challenges the status quo and offers progressive ideas and solutions • Actively seeks out risks to safety and resolves as a priority
Collaborates	<ul style="list-style-type: none"> • Promotes understanding of VA's purpose and strategy and how the team's work contributes to its achievement • Actively seeks opportunities to partner with others to achieve extraordinary outcomes • Builds trusting, cooperative partnerships, supporting others in challenging situations • Builds rapport and proactively strengthens connections with others • Embraces collaboration by connecting with others across different functions within VA
Inspires Team	<ul style="list-style-type: none"> • Encourages others to bring whole self to work and contribute freely to achieving our vision • Builds empathy and understanding of different people, integrating diverse perspectives into approaches and outcomes • Facilitates interactive discussions, actively listening and reaching agreement through flexibility and compromise • Promotes and encourages excellence, growth and autonomy in self and others • Shows personal accountability for achievement of job-specific outcomes
Creates Future	<ul style="list-style-type: none"> • Embraces change, seeing it as an opportunity to drive business improvement • Acts as a change advocate, sharing information and promoting change to others • Demonstrates persistence and perseverance in the face of obstacles • Considers whether short term goals support long term objectives and consequences • Displays and drives resilience and flexibility, remaining focused on achieving outcomes whilst remaining safe
Drives Results	<ul style="list-style-type: none"> • Recognises the implication of organisational issues, identifying potential impact on achievement of own results • Identifies the processes, tasks and resources required to achieve an outcome and plans accordingly • Communicates key objectives within own area to deliver results aligned to business strategy • Tailors messages for maximum impact • Uses data to drive continuous improvement to processes, outcomes and safety.