

Leader, Safety Performance

Goals

My Role:	The Leader Safety Performance is accountable for the provision of systems and processes to enable the analysis and reporting of safety and risk data for the business. This includes the development, implementation and ongoing management of all safety reporting systems within the Group. The Leader Safety Performance will develop key relationships within the operational divisions and use their influence to guide, develop and enhance internal safety and risk reporting.
My Department:	

Virgin Australia

1. To be Australia's airline of choice.
2. To be Australia's best customer led organisation
3. To do for corporate travellers what we did for leisure travellers in 2000

Expertise

	Must have	Great to have
Knowledge	<ul style="list-style-type: none"> ▪ Thorough understanding of Air Transport operations in high capacity aircraft ▪ Sound understanding of statistical analysis processes for technical data 	<ul style="list-style-type: none"> ▪ Have a full understanding of Virgin Australia's aviation safety standards and safe operating practices preferred ▪ Safety Management System processes as defined by ICAO ▪
Qualifications	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Formal statistical analysis experience ▪ Professional aviation technical licence/qualification ▪ Aviation Degree / or equivalent experience ▪
Skills	<ul style="list-style-type: none"> ▪ Proficient in Microsoft Office Suite required ▪ Excellent verbal and written communication skills required 	<ul style="list-style-type: none"> ▪ Use of data analysis software
Experience	<ul style="list-style-type: none"> ▪ Previous experience in data reporting , visualising management experience required 	<ul style="list-style-type: none"> ▪ Experience using relational database systems ▪ Management of a technically focussed team in an airline environment

	<ul style="list-style-type: none"> ▪ Aviation management experience ▪
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Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Safety Data	<ul style="list-style-type: none"> ▪ Responsible for managing all day-to-day aspects of data captured from Safety Information Systems to identify risk and promote safety within Virgin Australia ▪ Establish statistical criteria in conjunction with industry standards to critically evaluate and complete in-depth risk assessment of events, observations, and regulatory or safety issues ▪ Coordinate the use of data with internal and external stakeholders to support and facilitate analysis ▪ Select pertinent data and organize elements into meaningful reports to support analysis for audits, investigations, management reporting, and special requests ▪ Develop predictive / proactive data analysis processes for the Group 	<ul style="list-style-type: none"> ▪ Data entry completion & accuracy to ensure reporting schedule maintained ▪ Safety reporting performance KRA's established for data entry and analysis teams ▪ Safety data validated for provision to MSRRC, ESRRRC and BSRRRC meetings
2. Safety Reporting	<ul style="list-style-type: none"> ▪ Develop metrics and apply analytical tools to analyse the data in order to identify trends and to assess known risks ▪ Establish requirements for and conducting analyses of centralized databases of aviation safety data in order to identify potential factors that may lead to aviation accidents or incidents ▪ Reviews and presents collated risk based data for distribution both internally and externally. ▪ Research, create, and develop new trending capabilities, prepare analysis, and create reports and presentations to better communicate risk 	<ul style="list-style-type: none"> ▪ Safety data analysis conducted in support of MSRRC, ESRRRC and BSRRRC meeting schedules ▪ Develop trend monitoring for key data sets to enable proactive safety data analysis ▪ Use IATA STEADES database for benchmarking VA Group performance against industry trends

3. Fatigue Risk Management System	<ul style="list-style-type: none"> ▪ Data analysis and compilation of reporting material and packs in support of the FRMS and associated governance structures ▪ Manage regulatory requirements and regulatory engagement as necessary to maintain the FRMS. ▪ Managing Human Factors and Fatigue risk analysis using predictive, proactive and reaction processes. 	<ul style="list-style-type: none"> ▪ High level of accuracy of work output as demonstrated by internal Safety Systems and other operations divisions management feedback. ▪ Notification and applications completed with regulatory authorities ▪ Effective and timely completion of assessments and analysis
4. Corporate Goals	<ul style="list-style-type: none"> ▪ Embodies the Virgin spirit and conduct oneself with Professionalism, Integrity, Resourcefulness and Caring 	
5. Special Projects	Management and support of special projects as directed by the General Manager Safety Systems and/or Manager Aviation Safety.	Ratio of positive versus negative feedback items from the Safety Systems management team relating to the specific objectives of the project.
6. Other Duties	<p>Maintain personal familiarity with industry best practice.</p> <p>Where designated, carry out related supporting roles for other team members.</p> <p>Other duties as directed by the General Manager Safety Systems and/or Manager Aviation Safety</p>	Ratio of positive versus negative feedback items from the Safety Systems management team and customer divisions made in relation to the training & mentoring activities carried out.

Competencies are relevant to every Virgin Australia team member. Please refer to the Virgin Australia Behavioural Guide for further detail specific to your position.

- Continuous Improvement and Strategic Focus
- Critical Thinking and Analysis
- Organisational and Social Commitment
- People and Leadership
- Personal Awareness and Effectiveness
- Service Delivery
- Vivacity

Key Interactions

Internal:	General Managers, Managers of Departments, EXCO
External:	CASA, ATSB

Major Challenges

Continual development of proactive risk based data and methodology within the Group using clear concise analysis
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for reporting to management and the Board.

Our Expectations

You are expected:

4. To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values – Caring, Excellence, Individuality, Resourcefulness, Innovation, Enthusiasm and Integrity.
5. To demonstrate our Leadership Behaviours; Act with integrity, Be decisive, Act quickly, Listen to Guests and team members and Take responsibility.
6. To comply with and actively support all position, department and company policy and procedures
7. To be a team player – supporting a one in all in approach and a first to know, best to deal with
8. To demonstrate our Safety First philosophy – First to find, first to fix! Ensuring that you keep our workplace fair and safe – free of all forms of discrimination and harassment and free from injury and incident.
9. To engage the very best of your personality and enthusiasm and create memorable, positive and fun experiences for all.

Sign Off

I have read and understand the requirements of this position. I agree to consult with my Manager or Leader should I not understand the key accountabilities or expectations of me. I will carry out the position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand the position description for my role is constantly evolving, based on emerging priorities and shifts in organisational and department needs, and therefore will be updated from time to time.

Team member name: [Click here]	Signature:	Date: [Click here]
Manager/Leader's Name: [Click here]	Signature:	Date: [Click here]