

Virgin Australia

Position Description



Position Snapshot

Position Title: Supply Officer

Business / Division / Department: VARA AMO

Location: Perth Airport

Reports to: Manager Distribution and Supply

Direct Reports: NA

Classification: Level 2 Supply Officer

Employment: Fulltime

Date: 15 July 2019

Overall Impact Statement

We are passionate about Championing Better and believe who you are and how you show up is as important as what you do.

The significant role of the AMO Supply Officer role is providing the first line of regulatory responsibility for the inspection, receipt, storage, issue and dispatch of aeronautical products and providing the management of Company tooling outside business hours after in accordance with company policies and procedures. Equally essential is the requirement maintain a safe, compliant working environment.

Organisation Context

Virgin Australia Group is a major Australian airline group operating domestic passenger services, charter and cargo services and the loyalty program Velocity Frequent Flyer. It is proud of its reputation for exceptional customer service.

We pride ourselves on recruiting the right people into the right roles and we're always looking for team members in all specialties to join our award-winning team.

Virgin Australia Group team members are passionate believers in better. When we live our shared values, we can do things that most people would think impossible.

As a result, every person that we meet; our guests, our customers, our colleagues and the community will feel and experience better outcomes, based on the interactions we have with them.

Key Accountabilities

- [INSERT LIST OF KEY SPECIFIC ACCOUNTABILITIES OF ROLE]

Accountability	Major activities	Key Metrics
Goods Inwards	<ul style="list-style-type: none"> • Consignment receipt • Order receiving • Rejection of non-conforming products • Batch document scanning/filing • Return to Stock • Tool Check-In 	<ul style="list-style-type: none"> • Compliance with company procedures and work instructions • Compliance with CASA regulations • Measurement of department KPI's
Storage/Safety	<ul style="list-style-type: none"> • Segregation of aeronautical, commercial, hazardous and ESD products • Manual handling activities 	<ul style="list-style-type: none"> • Compliance with Company and National Standards, procedures and work instructions • Injury free workplace
Quarantine/Operational	<ul style="list-style-type: none"> • Unserviceable rotatable aeronautical product and repairable product processing • Monitor rejected products • Scrap time expired products • Pick, pack and dispatch products to repair/overhaul vendors 	<ul style="list-style-type: none"> • Compliance with company procedures and work instructions. • Compliance with IATA Dangerous Goods Regulations. • Measurement of department KPI's.
Goods Outward/Customer	<ul style="list-style-type: none"> • Requisition processing • Manual issue of products to aircraft or work orders • Pick, pack and dispatch products to other store locations • Freight forwarder liaison • Book Consignments for shipment • Tool Check In/Check Out 	<ul style="list-style-type: none"> • Compliance with company procedures and work instructions. • Compliance with IATA Dangerous Goods Regulations. • Measurement of department KPI's.
Inventory Control/People	<ul style="list-style-type: none"> • Review and action • Shelf life expiry reports • Calendar control expiry reports • Tool expiry reports • Cyclic and annual stocktakes • Raise Requisitions • Re-order Reports 	<ul style="list-style-type: none"> • Compliance with company procedures and work instructions. • Measurement of department KPI's.

Key Requirements

	Must have	Great to have
Knowledge/qualifications	<ul style="list-style-type: none"> • Ability to comply with WHS legislation. • Hold or ability to obtain the following: • Dangerous Goods by Air Certificate. • Aviation Security Identification Card. • Airside Driver's Authority. • Forklift Operator's Certificate. • Ability to obtain Receipt Inspection Level 2 Company Approval. 	<ul style="list-style-type: none"> • Previous training and knowledge gained by working in small stores/warehouse teams within the aviation sector. • Certificate III - Transport & Distribution (Warehousing) or above. • Understanding of CASA airworthiness requirements for aeronautical products. • Ability to obtain Receipt Inspection Level 2 Company Approval.
Skills	<ul style="list-style-type: none"> • Good organisational and communication skills. • Work unsupervised. • Sound computer literacy skills. • Proven interpersonal skills. • Ability to conduct stocktakes. • Able to work shift work. 	<ul style="list-style-type: none"> • Able to drive a manual motor vehicle.
Experience	<ul style="list-style-type: none"> • Store / Warehouse operational experience. • Employed in a Team environment. 	<ul style="list-style-type: none"> • Aviation, Engineering & Maintenance experience. • Inventory Control experience within an aircraft maintenance stores environment.

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"> • 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
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