

Workplace Health & Safety Systems Specialist

Virgin Australia goals

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| 1. Capitalise on growth business opportunities | 4. Optimising the balance sheet |
| 2. Drive yield enhancement | 5. Set a new standard in customer experience |
| 3. Business cost efficiency program | 6. Develop our people to their full potential |

Level	2A	Location	BNE/MEL/SYD
Department	Workplace Health & Safety	Division	Safety Systems
Group	Virgin Australia	Direct Reports	Nil
Reports to	Group WHS Performance and Compliance Manager	Manager once removed (MOR)	Manager Group Workplace Safety
Role Scope		Created / Updated	19 September 2016

Role Summary

Role purpose

WHS Specialist Role

The WHS Specialist oversees WHS performance and compliance for key entities within the Virgin Australia Group and is responsible for ensuring the required outcomes are achieved and maintained by engaging and contributing to the continuous implementation and operation of the WHS Management System to all business units.

The role undertakes complex and diverse audits, investigations and inspections of Virgin Australia Group Business Units and externally contracted providers to ensure compliance with the applicable Work, Health and Safety regulations, Virgin Australia Group procedures and any other applicable safety standards, procedures and contracted requirements.

The role actively engages and supports Managers and Leaders, acting as focal point, enabling compliance with statutory WHS obligations and continual implementation/ improvement to WHS. This is achieved through the provision of corporate and operational support for WHS functions including training, advice, guidance and leadership support.

This role proactively engages with regulators in effective and collaborative manner.

The role mandates a comprehensive knowledge and understanding in WHS Legislation (Acts, Regulations and Codes of Practice) specific to jurisdictions where Virgin Australia Group and/or contractors operate.

There is a requirement to undertake other allocated tasks, with sometimes high pressures and reduced critical lead times, that may be reasonably required commensurate with grade and responsibilities of the post as directed.

This role will perform other duties as directed by the Group WHS Performance and Compliance Manager to support the strategy and objectives of the Virgin Australia Group.

This role is decentralised from the Group WHS Department based at Brisbane Head Office and requires operating regularly in unsupervised situations during usual office hours. The role has a high potential for frequent travel across the Virgin Australia Group network including travel at short notice as directed. This role also includes a rotational on-call requirement for after-hours emergencies/serious incidents.

WHS Department

Safety Systems act on behalf of the Board, CEO and Group Executives in the overview of all areas within the company which have an impact on safety and regulatory compliance.

The WHS Department delivers pro-active engagement with operational and corporate leaders within Virgin Australia to facilitate the application of our WHS Management System into day-to-day business activities and allow those leaders to effectively manage WHS risk and deliver improved safety outcomes.

Accountabilities and Key Metrics

Accountability	Major activities	Key Metrics
1. Safety Leadership	<ul style="list-style-type: none"> • Ensure all aspects of applicable work streams are completed in line with Annual Business Plans, Group Strategic Plan and organisation priorities. • Establish effective relationships and directly engage with operational and corporate leaders together with divisional safety and quality specialists providing advice and support on WHS performance and compliance. • Attend applicable Safety & Risk Review Committee and WHS Committee meetings • Maintain a superior level of industry and legal awareness, 	<ul style="list-style-type: none"> • Direct observation and feedback from stakeholders • Individual portfolio-specific KPIs

Accountability	Major activities	Key Metrics
	<p>ensuring that a sound knowledge of current and future legal compliance requirement, technologies, procedures, practices and policies is maintained.</p> <ul style="list-style-type: none"> • Manage and prioritise individual and team activities to achieve evolving departmental targets and objectives. • Monitor emerging legal and industry WHS issues for potential impact on corporate or operational work, equipment, workplaces, systems or processes. 	
2. Safety Risk Assessment and Analysis	<ul style="list-style-type: none"> • Assessment and classification of safety, hazard and injury reports. • Lead and participate in operational and corporate work, equipment and workplace hazard and risk assessment and analysis. 	<ul style="list-style-type: none"> • Individual portfolio-specific KPIs
3. Workplace Inspections	<ul style="list-style-type: none"> • Lead and participate in routine and targeted WHS inspections and / or provision of specialist WHS support to other divisions conducting inspections 	<ul style="list-style-type: none"> • % and number of managers and stakeholders satisfied with support/advice provided. • Individual portfolio-specific KPIs
4. Safety Investigation	<ul style="list-style-type: none"> • Lead and participate in routine and targeted WHS investigations and / or provision of specialist WHS support to other divisions conducting investigations. 	<ul style="list-style-type: none"> • % and number of managers and stakeholders satisfied with support/advice provided. • Individual portfolio-specific KPIs
5. WHS Auditing	<ul style="list-style-type: none"> • Lead and participate in routine and targeted WHS audits and / or provision of specialist WHS support to other divisions conducting audits 	<ul style="list-style-type: none"> • % and number of managers and stakeholders satisfied with support/advice provided. • Individual portfolio-specific KPIs
6. Systems and Processes	<ul style="list-style-type: none"> • Provide specialised knowledge within the WHS and professional disciplines supporting the continual improvement of WHS management systems and processes using a risk based methodology and in accordance with Virgin Australia Group of Airlines policy and values. • Facilitates the identification, assessment and control of WHS hazards and risks through 	<ul style="list-style-type: none"> • Individual portfolio-specific KPIs

Accountability	Major activities	Key Metrics
	<p>involvement in planning, risk assessments, incident investigations, consultative arrangements and oversight of incident and hazard reporting processes.</p> <ul style="list-style-type: none"> • Provide advice to the WHS and Safety Systems Leadership Team and assist in the strategic implementation of the VA Group WHS Management System and ongoing safety initiatives. 	
<p>7. Safety Promotion, Training and Development</p>	<ul style="list-style-type: none"> • Identify WHS operational training requirements and develop training and education material as required • Assist in the development, continual improvement and facilitation of training material • Conduct work place health and safety training as required. • Assess and communicate strategic impacts of “lessons learnt” following audits, inspections, investigations to the leadership team and wider business areas where relevant. 	<ul style="list-style-type: none"> • Number of internal clients satisfied with training/support/advice provided. • Individual portfolio-specific KPIs
<p>8. Professional Relationships</p>	<ul style="list-style-type: none"> • Develop productive relationships with corporate and operational Managers and Leaders to coordinate effective development and implementation of systems and processes. • The ability to motivate and influence others to achieve organisational, team and personal objectives. • Plan and organise, directing and controlling resources where necessary, to achieve business results over time. 	<ul style="list-style-type: none"> • Direct observation and feedback from stakeholders

Decision Making Authority

Decisions role expected to make	Recommendations role expected to make
<p>Evaluation of work-related injuries and illness to determine if notifiable to regulatory agencies in accordance with applicable WHS/OHS Act</p>	<p>Assessment of WHS related hazards and risks and make recommendations to corporate and operational Leaders and Managers on appropriate options for risk</p>

Decisions role expected to make	Recommendations role expected to make
	mitigation

Values and behaviours

We think customer

- Our customers are at the heart of everything we do
- We are passionate about creating an outstanding flying experience
- We deliver consistently high service internally and externally

We do the right thing

- We always put safety first
- We act with integrity and honesty
- We create a sustainable and inclusive environment for our people and the community

We lead the way

- We lead by example
- We have the courage to think differently
- We innovate

We are determined to deliver

- We do what we say we're going to do
- We are responsive
- We are committed to excellence in all we do

Together we make the difference

- We work together to achieve success
- We consider our impact on others
- Our people set us apart

Expertise

	Must have	Great to have
Knowledge/qualifications	<ul style="list-style-type: none"> • Diploma in WHS or higher • Investigation training/qualification • Internal auditor certification (WHS preferable) • Thorough understanding of workplace health & safety regulations & environment, codes of practice and standards as well as best practice processes, theories and methodologies • Thorough and comprehensive knowledge of applicable standards including: AS3745 -Emergency Management including, AS4801 – OHS Management System, ISO31000 – Risk Management 	<ul style="list-style-type: none"> • Lead auditor Qualification • Certificate IV in Workplace Training and Assessment or equivalent. • Fire Safety Advisor qualification • HACCP Awareness • Construction White Card • Intermediate Microsoft Office software skills.

	Must have	Great to have
	<ul style="list-style-type: none"> • Thorough, comprehensive and superior knowledge of WHS hazard identification and Risk management processes 	
Skills	<ul style="list-style-type: none"> • Demonstrated ability in the interpretation of legislative or other specified requirements to produce practical operational solutions • High level attention to detail and with the ability to conduct audits/inspections/investigations, identifying risks and trends and recommending appropriate action. • Ability to develop and maintain relationships with a range of stakeholders and to positively influence these through communications, direct engagement and other means • A proven ability to work accurately under pressure, quickly understanding new concepts and manage time effectively, whilst maintaining a flexible approach and positive attitude to changing priorities and deadlines. • Self-motivated and resilient with the tenacity to see difficult and detailed issues through to their conclusion. 	<ul style="list-style-type: none"> • Ability to investigate and identify causal factors
Experience	<ul style="list-style-type: none"> • Provision of assurance / due diligence to operational and other managers through investigations, audits, inspections, performance monitoring and measurement and associated reporting • Ability to make high level, complex and critical decisions within minimal supervision and or support • Experience in implementation / support of health and safety systems (or its elements) and associated change management 	<ul style="list-style-type: none"> • Experience in the use of audit/inspection tools (ie: iAuditor)

Key interactions

Internal	<p>Corporate and Operations Managers and Leaders</p> <p>Safety Systems – WHS, Quality, Safety Services Compliance, and Security.</p> <p>Workers Compensation Department.</p> <p>Meetings/Committees that address WHS issues.</p>
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External	Workplace Health and Safety Regulators in jurisdictions where Virgin Australia operates.
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