



## Position Snapshot

<b>Position Title:</b>	Supply Analyst
<b>Division / Department:</b>	Engineering & Aircraft Servicing / Technical Operations
<b>Location:</b>	BNE Hangar
<b>Reports to:</b>	Inventory Planning and Supply Performance Leader
<b>Direct Reports:</b>	0
<b>Level:</b>	1C
<b>Award:</b>	Airline Operations Ground Staff Award 2020
<b>Classification:</b>	Clerical administrative and support / Level 5
<b>Date:</b>	20 April 2022

## 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 Supply Analyst role is to improve the effectivity of the supply chain and eliminate waste. The role is to analyse data and processes to enable the supply chain to run smoothly and efficiently without incurring significant cost.

## 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.

The company is now embarking on an exciting new chapter in the next stage of our journey. In September 2020, US private equity firm Bain Capital acquired Virgin Australia in a \$3.5 billion deal. The airline has now re-launched as a mid-market carrier with a renewed focus on small and medium sized businesses, price-sensitive corporates, premium leisure travellers and holiday makers.

Since November, Virgin Australia has been working on a plan to set itself up for future success. The Group has worked to ramp up flying, simplified its organisational structure, confirmed plans for 25 new 737 aircraft to renew and grow the fleet, and signalled deeper investment in technology and customer experience.

The Group recently appointed several new faces to its Executive Leadership Team, all with a proven track record and deep experience in aviation or consumer-focussed businesses.

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.

The Inventory planning and supply performance team is part of the Technical Operations department, who collectively are responsible for maximising the availability of safe and reliable aircraft with minimal operational restrictions in compliance with all applicable safety and regulatory obligations. The Inventory planning and supply performance team are responsible for the availability and distribution of inventory within the Virgin Australia network, and for monitoring and improving supply chain process and overall performance.

## Key Accountabilities

Accountability	Major Activities
Safety, Security & Business Resilience	<ul style="list-style-type: none"> <li>- Ensure all team members complete mandatory training applicable to their roles (including Safety, Security, Resilience and, Health and Wellbeing)</li> <li>- Ensure adherence to Virgin Australia Risk Management Framework (RMF) and adopt a proactive approach to the timely identification of operational and corporate risk and work to mitigate, resolve and escalate as required</li> <li>- Actively participate in relevant forums to improve Safety, Security, Resilience and Health and Wellbeing throughout the Group</li> <li>- Lead and participate in Safety Shares in all meetings</li> <li>- Champion Better Me throughout the Group</li> <li>- Lead consultation of WHS matters as related to your working environment</li> <li>- Actively participate in the Group's Resilience Program – e.g. as part of the Department's 3 x 3 bench strength.</li> </ul>
Operational	<ul style="list-style-type: none"> <li>- Monitor and collect data on current operations, including scheduling, warehousing, purchase, repair and delivery</li> <li>- Measure, Analyse and report vendor and contractor performance</li> <li>- Assist with the coordination and conduct of the engineering procurement process</li> <li>- Analyse monthly supply chain cost</li> <li>- Assist with supply chain vendor management strategy</li> </ul>
Safety	<ul style="list-style-type: none"> <li>- Maintain compliance with Virgin Australia's Continuing Airworthiness Management Exposition, Engineering Business Procedures and applicable Work Instructions</li> <li>- Raise Reports for all significant events that may have safety, quality or compliance implications</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>- Analyse data to determine areas for supply chain performance improvement</li> <li>- Investigate pain points within the process and develop solutions to resolve conflicts and inefficiencies</li> <li>- Communicate with other departments to identify supply chain issues, develop solutions, and implement changes</li> <li>- Provide input and promote opportunities to review and improve departmental processes and procedures and continually improve interaction with stakeholders</li> <li>- Take responsibility for controlled documents and work instruction amendments where required</li> <li>- Complete all required training in accordance with induction training schedules and team/individual training plans</li> </ul>
Customer	<ul style="list-style-type: none"> <li>- Create performance reports for Leadership review</li> <li>- Establish and maintain the systems required to effectively monitor, analyse and report to senior management team on logistics services performance.</li> <li>- Support Technical Operation teams as determined by your Leader / Manager</li> </ul>

## Key Requirements

Requirement	Essential	Desirable
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>- Relevant qualifications in business management, operations, logistics, or a similar field</li> </ul>	<ul style="list-style-type: none"> <li>- Formal qualifications in supply chain management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Supply chain analyst experience in a heavy maintenance environment</li> <li>- Experience with formulating, measuring and reporting on KPI's and KRA's.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in an engineering/aircraft maintenance organisation</li> <li>- Proven asset management experience</li> <li>- Extensive Operational experience in at least two of the below Supply Chain fields. Repair Cycle Management, Warranty Management, Procurement, Demand Planning, Warehousing and Logistics</li> <li>- Experience with a relevant CMMS or ERP</li> <li>- Experience reporting on financial budgets</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Quantitative analysis expertise</li> <li>- Proven ability to assess complex scenarios and plan outcomes in the most effective manner</li> <li>- Proven ability to prioritize work requirements in an operationally fluid environment</li> <li>- Intermediate or advanced ability with Microsoft Office applications including Outlook, Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>- Experience with TRAX and Oracle systems</li> <li>- Working knowledge of Power Bi or Tableau</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Knowledge of supply chain principles</li> </ul>	<ul style="list-style-type: none"> <li>- Working knowledge of the CASR Part 42 Continuing Airworthiness Regulations</li> </ul>

# Virgin Australia Leadership Standards

Standard	Level 1 Behavioural Descriptors
<b>Passionately VA</b>	<ul style="list-style-type: none"> <li>• Displays a passion for delighting both internal and external customers</li> <li>• Seeks to understand customer needs by actively listening to their thoughts and concerns</li> <li>• Embraces diversity and is responsive to different experiences, perspectives, values and beliefs</li> <li>• Is curious and continuously looks for ways to learn and improve</li> <li>• Knows, understands and follows standard operating procedures</li> <li>• Is authentic and honest, can admit to making mistakes</li> </ul>
<b>Desire to be Better</b>	<ul style="list-style-type: none"> <li>• Strives to improve experiences for internal and external customers</li> <li>• Has a curious mind towards identifying opportunities and finding ways to be better</li> <li>• Demonstrates a high level of personal motivation to learn and develop</li> <li>• Resourceful and creative with coming up with solutions</li> <li>• Identifies and contributes ideas for improvement</li> <li>• Identifies, addresses and reports safety hazards</li> </ul>
<b>Collaborates</b>	<ul style="list-style-type: none"> <li>• Displays passion for sharing knowledge and ideas</li> <li>• Voices opinions and new ideas freely</li> <li>• Respects differences and seeks to understand diverse perspectives</li> <li>• Works constructively in and across teams, viewing every interaction as an opportunity to collaborate</li> <li>• Is curious and open-minded to new ideas, perspectives and approaches</li> <li>• Clarifies own understanding and embraces alternate view</li> <li>• Challenges behaviours that compromise safety</li> </ul>
<b>Inspires Team</b>	<ul style="list-style-type: none"> <li>• Participates in 2-way conversations, listening and discussing issues thoughtfully and openly</li> <li>• Understands and value the skills, knowledge and experiences that others bring</li> <li>• Engages with others, clearly conveying information and facts</li> <li>• Actively seeks to provide suggestions on how to be a better team</li> <li>• Informs team about work and progress</li> <li>• Understands personal obligations with respect to following standard operating procedures</li> </ul>
<b>Creates Future</b>	<ul style="list-style-type: none"> <li>• Welcomes change and remains positive in the face of ambiguity</li> <li>• Seeks information to understand change and impacts</li> <li>• Demonstrates a change mindset, flexibility and openness</li> <li>• Understands the need for VA Group to be innovative and drive business improvement</li> <li>• Seeks to understand Virgin Australia’s strategy and how they can contribute</li> <li>• Demonstrates forward-thinking and awareness of immediate consequences of actions ensuring safe outcomes</li> </ul>
<b>Drives Results</b>	<ul style="list-style-type: none"> <li>• Plans work to deliver within expected timeframes</li> <li>• Shows energy, enthusiasm and initiative for achieving own goals</li> <li>• Follows through on commitments to both internal and external customers</li> <li>• Seeks guidance and support to address obstacles and achieve set goals</li> <li>• Integrates feedback and takes responsibility for achieving own goals</li> <li>• Delivers outcomes within standards operating procedures.</li> </ul>