

Virgin Australia

Position Description



Position Snapshot

Position Title: CAMO Project Manager

Business / Division / Department: Virgin Australia Regional Airlines / Continuing Airworthiness Management Organisation (CAMO)

Location: Welshpool, Perth

Reports to: Head of Airworthiness (CAM)

Direct Reports: NA

Classification:

Employment: Fulltime

Date: Feb 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 objective of the CAMO Project Manager role is to manage CAMO related projects, as well as develop and oversee the CAMO change management agenda including the risk and issue registers associated with proposed changes. The CAMO Project Manager will also manage and analyse CAMO contractor performance according to the performance metrics.

Organisation Context

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

The Group employs around 10,000 team members in Australia, New Zealand, the United States and the United Kingdom. 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 come into contact with; 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

- Ensuring promotion of a just safety culture within the organisation and model safety as the overriding priority at all times
- Comply with all company policies and Occupation Health and Safety procedures.
- Scope definition including engagement of key stakeholders relating to CAMO changes requiring a Change Management Plan and risk analysis.
- Facilitate gathering of business requirements.
- Facilitate/coordinate change that will improve the operational performance of CAMO.
- At CAMO management direction, develop Change Management Plans against the SMS for sign-off.
- Conduct impact analyses, assess change readiness and identify key stakeholders.
- Coordinate and facilitate with identified Change Leads the CMP.
- Integrate change management activities into project plan.
- Identify/Manage ongoing risks & issues.
- Apply risk mitigation where necessary.
- Maintain the CAMO risk register and perform regular review.
- Perform risk management to minimize project / change management risks.
- Provide regular risk register and CMP updates to SSD
- At CAMO management direction, manage and develop detailed project plans to track progress.
- Development of business cases associated with CAMO Projects.

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- Coordinate internal and where relevant external stakeholders for execution of projects.
 - Ensure resource availability and allocation.
 - Developing project scopes and objectives, involving all relevant stakeholders.
 - Create and maintain comprehensive project documentation.
 - Develop a detailed project plan to track progress
 - Measure project performance using appropriate systems, tools and techniques
 - Perform risk management to minimize project risks
 - Ensure that all projects are delivered on-time, within scope and within budget
 - Develop and maintain systems for continual improvement

Key Requirements

Essential

- Have successfully completed a Project Management Course
- Ability to manage change and associated risk
- Good computer skills, particularly Microsoft Office
- Strong interpersonal/communication skills with a demonstrated ability to deal with people and their problems effectively
- Strong communicator with the ability to think and plan creatively makes effective decisions and the ability to negotiate.
- Ability to review and recommend improvements to procedures and systems
- Solid organisational skills including attention to detail, effective time management and multi-tasking skills

Desirable

- Knowledge of regulations and standards applicable to the continuing airworthiness of aircraft.
- Six Sigma and/or LEAN training
- Previous airline operations experience
- Experience working with a CAMO Maintenance Information Systems (MIS)

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 • 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