



Position Snapshot

Position Title:	WHS Business Partner
Division / Department:	Safety Systems & Operations Support / People Safety
Location:	Head Office
Reports to:	Manager People Safety
Direct Reports:	1
Level:	2B
Award:	Not Applicable
Classification:	Not Applicable
Date:	August 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 WHS Business Partner role is to provide strategic advice and guidance to Managers and Head of Departments. The role will assist in the development of safety plans that will assist in improving WHS safety performance.

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, and has always been known for its wonderful people who do their jobs with signature Virgin Flair.

Under new ownership since November 2020, and led by an Executive Leadership Team who all have proven track records and deep experience in aviation or consumer-focussed businesses, Virgin Australia has transformed as a business. The company's 737 fleet has gone from 58 aircraft to 88 aircraft, it has introduced a simplified fare structure focused on providing value to customers, announced a commitment to a target of net zero emissions by 2050, invested in the re-start of short haul international travel for the airline, refreshed the lounge product, and delivered step change investments in technology.

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.

Virgin Australia has won many awards over the years including Best Cabin Crew, Best Domestic Airline and Best Economy Class. Velocity Frequent Flyer has also scooped a wealth of prestigious gongs including the Freddie Awards Best Program of the Year and Best Redemption Ability for Asia/Middle East and Oceania.

Key Accountabilities

Accountability	Major Activities
Safety, Security & Business Resilience	<ul style="list-style-type: none"> - Ensure all team members complete mandatory training applicable to their roles (including Safety, Security, Resilience and, Health and Wellbeing) - 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 - Actively participate in relevant forums to improve Safety, Security, Resilience and Health and Wellbeing throughout the Group - Lead and participate in Safety Shares in all meetings - Champion Better Me throughout the Group - Lead consultation of WHS matters as related to your working environment - Actively participate in the Group's Resilience Program – e.g. as part of the Department's 3 x 3 bench strength.
Compliance	<ul style="list-style-type: none"> - Project manage the continual development and improvement of the Group WHS Manual. - Research, identify and analyse legislative WHS or other specified requirements, emerging WHS issues and best practice, assess and identify opportunities or impact for Virgin Australia systems and processes. - Develop and continually improve WHS Standards, systems and processes using a risk-based methodology and in accordance with Virgin Australia policy and values. - Consult with internal and external (where required) stakeholders to assess the impact of WHS development work and ensure consideration of operational requirements. - Provide advice to the Manager, WHS and assist in the strategic planning of the Virgin Australia Group WHS Management System and ongoing safety initiatives - Manage the interface between the business and regulators. - Maintain a contemporary knowledge of occupational health and safety legislation and standards. - Act as a WHS technical reference for Virgin Australia stakeholders.
Stakeholder Engagement	<ul style="list-style-type: none"> - Actively engage, motivate, and coach leaders to fulfil their legal due diligence relating to WHS. - Act as a sounding board and key partner of the divisional Leaders in engaging with and driving cultural change through the business. - Design and deliver effective communication strategies and processes that will engage and influence the business in driving Work Health and Safety continuous improvement strategies - Plan activities to foster, develop and support increasing awareness and understanding of WHS management systems to ensure that cultural change is achieved, and safety improvements are delivered. - Ensure changes to systems and processes are communicated effectively to relevant persons - Develop Group WHS training and education material.

Accountability	Major Activities
	<ul style="list-style-type: none"> - Develop effective relationships with WHS Business Partners to ensure synchronisation of effort within the WHS Department and consistency of material drafted. - Coach and mentor Trainers in the delivery of WHS material.
Assurance and Investigation Support	<ul style="list-style-type: none"> - Support the assurance and investigation function by: <ul style="list-style-type: none"> • Providing WHS technical input to assurance and investigations as required. • Reviewing the WHS component of assurance and investigation protocols. • Training and educating Auditors and Investigators in WHS components.

Key Requirements

Requirement	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> - Bachelor degree in WHS or like field 	<ul style="list-style-type: none"> - Masters - Auditor qualifications - Cert 1v in workplace training and assessment - Investigation qualifications
Experience	<ul style="list-style-type: none"> - Min 5 years' experience in health and safety with Aviation, resource, or energy sectors. - Min 5 years' experience implementing systems and risk management programs within industry. - Extensive experience in Safety Leadership, with proven ability to coach and influence stakeholder management skills. Demonstrated experience implementing a safety management system in large complex organisation. - Experience in leading incident investigation - High levels of experience in analysing and reporting to multiple stakeholders on safety performance metrics and trends. - Extensive experience in the development and delivery of change management programs. 	<ul style="list-style-type: none"> - Aviation experience - Customer services experience - High level of experience in the development of systems and processes in a multi-jurisdictional environment. - Significant experience in the development of a collective and personal commitment, by managers and supervisors, to WHS in large organisations - Experience in Intellex

Requirement	Essential	Desirable
Skills	<ul style="list-style-type: none"> - Highly developed research, planning and problem-solving skills. - Exceptional decision-making capability including the ability to identify, analyse and devise pragmatic solutions to complex and impactful situations - Demonstrated ability in the interpretation of legislative or other specified requirements to produce practical operational solutions - Proven ability to develop and maintain relationships with a range of stakeholders and to positively influence these through communications, direct engagement, and other means - Experience working with unions and consultative groups 	<ul style="list-style-type: none"> - Ability to investigate and identify causal factors - Experience in auditing and assurance activities
Knowledge	<ul style="list-style-type: none"> - Detailed knowledge of relevant WH&S legislation, codes, and standards. - Good understanding of best practice processes, theories, and current safety methodologies - Demonstrated hazard identification and risk assessment processes. 	<ul style="list-style-type: none"> - Superior Microsoft Office software skills.

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.