

ENGINEERING SUPPLY OFFICER

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|------------|------------------------|----------------------------|------------------------------|
| Level | 1C | Location | BRISBANE HANGAR |
| Department | Supply & Logistics | Division | Engineering |
| Group | Operations | Direct Reports | Nil |
| Reports to | Level 2 Supply Manager | Manager once removed (MOV) | Supply and Logistics Manager |
| Created | 02/02/2015 | Updated | 02/02/2015 |

Goals

| | |
|----------------|---|
| My Role: | The Supply Officer is responsible for maintaining availability of compliant inventory throughout the Virgin Australia Airline Group networks to avoid disruption of operational and maintenance activities. My role may include but is not limited to purchasing, repair cycle, inventory planning and commercial tasks within the Supply Chain function as required. |
| My Department: | <p>The Supply and Logistics team is responsible for managing Virgin Australia aircraft spares and related equipment for Aircraft Engineering requirements to support company on-time performance (OTP). This is achieved by:</p> <ul style="list-style-type: none"> Ensuring an optimum range and depth of Rotable, Expendable and Consumable spares to meet all Engineering and Maintenance requirements; Implementing spares positioning strategies to minimise delays and transportation costs; Engaging external vendors, suppliers and other parties with formal contracts and/or Service Level Agreements to optimise material availability and drive lower supply chain costs; and Building key relationships and monitoring effectiveness of external vendors, suppliers and other parties. |

Virgin Australia

1. To be Australia's airline of choice.
2. To be Australia's best customer led organisation
3. To do for corporate travellers what we did for leisure travellers in 2000
4. To be Australia's favourite Airline by 2017

Expertise

| | Must have | Great to have |
|----------------------------|---|---|
| Knowledge / Qualifications | Knowledge of modern Supply Chain principles | <p>Formal qualifications in Supply Chain Management or related discipline</p> <p>Knowledge of CASA, EASA and FAA airworthiness requirements, particularly in regard to receipt inspection</p> |
| Skills | <p>Basic Microsoft Office skills</p> <p>Strong communication skills</p> | Intermediate or advanced Microsoft Office skills |

| | Must have | Great to have |
|------------|--|--|
| | <p>Strong organisational skills</p> <p>High attention to detail</p> <p>Excellent problem solving and investigative skills.</p> <p>Demonstrated initiative and resourcefulness</p> <p>Strong customer focus</p> | |
| Experience | Demonstrated experience in Supply Chain or related discipline that required the above mentioned skills | <p>Demonstrated experience in a similar role in the aviation industry</p> <p>Experience with TRAX software system or other computerised maintenance management system (CMMS)</p> |

Key Accountabilities

| Accountability | Major activities | Performance Indicators |
|--|--|--|
| 1. Safety | <p>Compliance with published policy and procedures</p> <p>Compliance with principles of Airworthiness</p> | Zero examples of breach of policy or procedures |
| 2. Transactional Processing | Minimal time to process requisitions and create orders | Minimal average time to action requisitions, create orders and evacuate quarantine |
| 3. Customer Liaison | Ensure all customers are updated by maintaining system records and communicating time critical information in a timely manner | Customer feedback |
| 4. Vendor/MRO Performance and Compliance | Ensure inventory is procured or repaired and delivered IAW contractual and regulatory requirements including seeking Warranty and Guarantee remedies | Minimal rejections, invoice variances and overdue orders |
| 5. Inventory Management | To assist in the ongoing optimisation of inventory to maintain acceptable customer service levels through prudent planning and timely distribution | Maximised available compliant inventory with minimal delays and deferrals due to parts shortages |

| Accountability | Major activities | Performance Indicators |
|--------------------------|--|--------------------------------------|
| 6. Continual Improvement | Seek process improvement opportunities to improve business performance | Implementation of improved processes |
| 7. AOG | Be ready to assist with recovery of grounded aircraft | Customer feedback |

Competencies are relevant to every Virgin Australia team member. Please refer to the Virgin Australia Behavioural Guide for further detail specific to your position.

- Continuous Improvement and Strategic Focus
- Critical Thinking and Analysis
- Organisational and Social Commitment
- People and Leadership
- Personal Awareness and Effectiveness
- Service Delivery
- Vivacity

Key Interactions

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|----------|---|
| Internal | All Virgin Australia Group stakeholders |
| External | Vendors, Maintenance Providers and Freight Forwarders |

Major Challenges

Understanding TRAX and existing processes and interdependencies. Understanding current contracts and concepts. Ability to manage stakeholders in a challenging environment.

Our Expectations

You are expected:

1. To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values – Caring, Excellence, Individuality, Resourcefulness, Innovation, Enthusiasm and Integrity.
2. To demonstrate our Leadership Behaviours; Act with integrity, Be decisive, Act quickly, Listen to Guests and team members and Take responsibility.
3. To comply with and actively support all position, department and company policy and procedures
4. To be a team player – supporting a one in all in approach and a first to know, best to deal with
5. To demonstrate our Safety First philosophy – First to find, first to fix! Ensuring that you keep our workplace fair and safe – free of all forms of discrimination and harassment and free from injury and incident.
6. To engage the very best of your personality and enthusiasm and create memorable, positive and fun experiences for all.

Sign Off

I have read and understand the requirements of this position. I agree to consult with my Manager or Leader should I not understand the key accountabilities or expectations of me. I will carry out the position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand the position description for my role is constantly evolving, based on emerging priorities and shifts in organisational and department needs, and therefore will be updated from time to time.

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|--------------------------------------|------------|---------------------|
| Team member name: [Add name] | Signature: | Date: [Add date] |
| Manager/Leader's Name: [Add name] | Signature: | Date: [Add date] |