

Resource Planner - Training

Virgin Australia goals

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

Level	1C	Location	Brisbane Head Office
Department	Resource Planning	Division	Network Operations
Group	Operations	Direct Reports	Nil
Reports to	Team Leader Crew Pre Assignments	Manager once removed (MOR)	Manager Resource Planning – Flight Crew
Role Scope	Coordination and monitoring of flight crew training and qualifications	Created / Updated	17 July 2017

Role Summary

Role purpose

The coordination of all aspects of Flight Crew initial, upgrade, conversion and recurrent check and training requirements to ensure all crew are appropriately qualified prior to all line duties in accordance with regulatory (CASA and company requirements).

Accountabilities and Key Metrics

Accountability	Major activities	Key Metrics
1. Financial	<ul style="list-style-type: none"> Effective utilisation of Check and Training Resources Schedule Training devices in efficient and cost effective manner 	<ul style="list-style-type: none"> Ability to identify and apply efficient simulator planning. Minimum use of support crew Accurate and appropriate use of all training facilities and resources
2. Safety	<ul style="list-style-type: none"> Maintenance of all crew records in accordance with CASA and Company policy Accurate planning of all flight crew training activities 	<ul style="list-style-type: none"> Less than 2% incidence or roster illegalities. Accurate and up to date qualification are maintained No CASA NCNs No internal audit findings great than low

Accountability	Major activities	Key Metrics
3. Operational	<ul style="list-style-type: none"> Planning, rostering and monitoring of all Flight Crew Training requirements including recurrent ground training, simulator training and line checks. Flight crew initial, command and upgrade training Planning and monitoring of flight crew port recency, ad-hoc and remedial training as required Reacting to daily operational disruptions effecting training Working with flight standards and disruption services to recover training in the live roster Support roster planners as required Work with external vendors to secure training venues and equipment as required Regular reporting to vendors and customers on training Reporting to flight standards on future training requirements Actioning check captain requests and rostering of check captain resources Input and participation in Resource Planning and Handover meetings 	<ul style="list-style-type: none"> Ensure all team and company deadlines are met for roster production Timely recovery of all lost/displaced training Ensure all SOPs are followed and are updated Ensure compliance with all CASA and company requirements All vendor contracted timelines and requirements for bookings and cancellations are met
4. Customer	<ul style="list-style-type: none"> Ensure all key stakeholders are informed and engaged regarding the planning of training and devices 	<ul style="list-style-type: none"> Stakeholder feedback
5. People	<ul style="list-style-type: none"> Ensure all company required training and briefings are attended 	<ul style="list-style-type: none"> All V- Learn and company training is attended and complied with

Decision Making Authority

Decisions role expected to make	Recommendations role expected to make
Interpretation of qualifications and crew member compliance	Training optimisation opportunities including alignment across crew Groups and Airlines

Decisions role expected to make	Recommendations role expected to make
	Contribution to new system and training related projects

Expertise

	Must have	Great to have
Knowledge/qualifications	<ul style="list-style-type: none"> Working knowledge of airline industry rules and regulations Fully conversant with all CASA and Company regulations with Flight Crew licencing and training 	<ul style="list-style-type: none"> Knowledge and / or training in fatigue management Application of industrial work rules
Skills	<ul style="list-style-type: none"> Advanced computer and Excel skills Ability to multitask and work to team deadlines and changing priorities Excellent written and verbal communication skills 	<ul style="list-style-type: none"> Powerpoint skills Sharepoint skills
Experience	<ul style="list-style-type: none"> Airline operations experience Experience as working as a part of a team 	<ul style="list-style-type: none"> Exposure to Sabre Aircrews Operating System Flight Crew rostering and Training experience

Key interactions

Internal	Resource Planning Team, Network Operations, Flight Standards, Flight Operations, Payroll, IT, The People Team, other group airlines
External	Simulator & Training Centre Providers