

Issue 1 | 20 February 2013

SUPPLY COMMERCIAL OFFICER			
Level	1C	Location	Brisbane Hangar
Department	Supply Logistics and Planning	Division	Operations – Engineering and Maintenance
Group	Virgin Australia Airlines	Direct Reports	Nil
Reports to	Vendor Performance Leader	Manager once removed (MOR)	Manager, Supply Logistics and Planning
Created	2011	Updated	20 February 2013

Goals

My Role:	The Supply Commercial Officer is responsible for ensuring Integrated Component Solution (ICS) Inventory is available at selected locations to support aircraft maintenance operations and to reduce on-time performance delays attributable to inventory availability issues. Furthermore my position will also be responsible for ensuring that SR Technics are carrying out timely processing of all unserviceable components IAW all applicable ICS contracts. I may also be required to be a member of the afterhours Supply AOG Team and will be rostered on from time to time.
My Department:	<p>The Supply, Logistics and Planning department is comprised of two main teams. The Supply and Logistics team is responsible for managing Virgin Australia aircraft spares and related equipment to meet 95% Aircraft Engineering on-time performance. This is achieved by:</p> <ul style="list-style-type: none"> Ensuring an optimum range and depth of Rotable spares, expendables and consumables 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 Building key relationships and monitoring effectiveness of external vendors, suppliers and other parties <p>The Maintenance Planning team is responsible for the scheduling of line maintenance and heavy maintenance programs as specified in the System of Maintenance.</p>

Virgin Australia

- To be Australia's airline of choice.
- To be Australia's best customer led organisation
- To do for corporate travellers what we did for leisure travellers in 2000

Expertise

	Must have	Great to have
Knowledge	<p>Basic Microsoft Office Skills</p> <p>A high level of understanding relating to business systems and business process mapping</p> <p>An understanding of contemporary Inventory</p>	<p>Formal qualifications in a quantitative field of supply chain management</p> <p>An understanding of modern supply chain management practices</p> <p>Knowledge of TRAX software</p>

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	Must have	Great to have
	Management Principles Knowledge of CASA, EASA and FAA airworthiness requirements particularly in regards to component control and receipt inspection	Experience with a relevant CMMS or ERP system
Skills	Excellent verbal & written communication to effectively deliver business objectives Confident communicator High attention to detail Strong organisation skills Demonstrated initiative and resourcefulness Experience in Aviation industry inventory planning in a pooling environment	Experience in strategic inventory analysis Data analysis and reporting
Experience	Demonstrated experience in a role coordinating multiple activities that required strong communication and organisation skills Materials Management	Demonstrated experience in a similar role in the aviation industry

Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Supply Chain KPIs	Assist with the development and reporting of Supply Chain KPI suite	Continued measurement of existing KPIs. Development of new departmental measures & targets
2. Management Reporting Tools	Assist with the identification and provision of reporting tools to improve day to day operations, increase departmental productivity and assist cost reduction	KPI improvement Development of new innovative reporting tools
3. Establish & maintain national inventory parameters	Review each port's inventory consumption data and part number essentiality and determine correct consignment stock level IAW ICS contracts to meet engineering and maintenance requirements at lowest cost.	OTP Spares availability Cost Savings and initiatives
4. Identify Part Number (PN) Changes / Discrepancies	Ensure PN's on Contracted Component List (CCL) are correctly identified and any amendments are highlighted to Vendor Performance Manager	Identify PN discrepancies on CCL Highlight new PN's and opportunity to add PN's to the CCL
5. Daily Requisition Management	Manage all CCL requisitions where VAA are responsible for processing Monitor A330 CCL requisitions for discrepancies where SR Technic are responsible	Daily Processing of all Critical / AOG Requisitions Routine Requisitions processed in timely manner Ensure SR Technic requisitions are

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Accountability	Major activities	Performance Indicators
		processed in a timely manner
6. Business Process Mapping	Assist with the development and documentation of business process maps	Completed work instructions

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

Internal	Supply and Maintenance Planning Team, VAAM warehouse staff, Line stores personnel, Engineering departments, Finance, etc
External	Air NZ, Virgin Australia (NZ), VAAM, Suppliers, Manufacturers, Freight Forwarders, SR Technics

Major Challenges

Understanding TRAX and existing processes and interdependencies. Understanding of Integrated Component Solutions contracts and concepts

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.

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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.

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