

Technical Records Assistant			
Level		Location	Virgin Australia Regional Airlines
Department	CAMO	Division	Technical Records
Group	Virgin Australia Regional Airlines	Direct Reports	Nil
Reports to	Leader, Technical Records and Library	Manager once removed (MOR)	Engineering Business Support Manager
Created	15 May 2014	Updated	6 December 2017

Goals

My Role:	To accurately and effectively assist in retaining and processing airworthiness records for all aircraft under the continuing airworthiness management of the VARA continuing airworthiness management organisation (CAMO).
My Department:	As part of the VARA CAMO the Technical Records department provides continuing airworthiness management services. Technical Records ensure the Maintenance Control System is updated to reflect maintenance accomplished and subsequently maintenance due across the VARA fleet. Technical Records ensure component log books and hard copy records are updated, archived and stored in accordance with the respective procedures.
Safety Focus:	

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

Expertise

	Must have	Great to have
Knowledge/Qualifications	<ul style="list-style-type: none"> Records Systems Records Management Computer related Office systems 	<ul style="list-style-type: none"> Regulatory knowledge Advanced computer skills
Skills	<ul style="list-style-type: none"> Strong organisational skills Excellent communication skills Strong attention to detail and accuracy Ability to work in a face paced environment Sound time management skills and ability to prioritise work on own 	

	Must have	Great to have
Experience	<ul style="list-style-type: none"> • Data entry experience • Administration experience • Experience updating systems 	<ul style="list-style-type: none"> • Experience using a Maintenance systems

Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Safety	<ul style="list-style-type: none"> • Ensuring the promotion of a just safety culture within the organisation and show safety as the overriding consideration at all times. • Comply with all company policies and Occupation Health and Safety procedures. 	<ul style="list-style-type: none"> • Periodic self-audits • Number of errors is minimised
2. Continuing Airworthiness Management	<ul style="list-style-type: none"> • Hardcopy archive airworthiness records • Daily update of Electronic Archive • Archiving airworthiness records • Organising maintenance paperwork • Carrying out data entry • Filing • Additional administrative duties as required 	<ul style="list-style-type: none"> • Efficiency • Accuracy • Data integrity • Continued Compliance • Quality
3. Communication	<ul style="list-style-type: none"> • Work cooperatively to support team objectives • Actively highlight and escalate potential airworthiness issues to team leader • Contribute ideas and provide feedback 	<ul style="list-style-type: none"> • Effective and Positive behaviours

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	<ul style="list-style-type: none">• Leader, Technical Records and Library• Engineering Business Support Manager• Leader, Maintenance Planner• Maintenance Planner• Leader, Airworthiness Review
External	<ul style="list-style-type: none">• Production Planner – Part 145 AMO• Stores – Part 145 AMO• Procurement

Major Challenges

To maintain continuing airworthiness management of the VARA fleet within critical timeframes

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.

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