|  |  |
| --- | --- |
| **Title :**  | Electronic Flight Bag Administrator / Document Distribution Controller |
| **Department:**  | Flight Operations |
| **Location:**  | Melbourne |
| **Employment:** | Full Time\* |
| **Reports to:**  | Leader Fleet Technical |
| **Direct reports:** | Nil |

Tigerair Australia has a vision to be the value airline of choice for all Australians and is committed to delivering the best in terms of safe, affordable and reliable air travel with friendly service. As part of the Virgin Australia Group, Tigerair plays an important role in the Group vision to change aviation for good. This purpose and our values guides our behaviour and applies to every aspect of our business.

**Role Overview**

The Electronic Flight Bag (EFB) Administrator / Document Distribution Controller is responsible for:

* Managing the distribution, update and maintenance of company class 2 EFB devices;
* Ensuring that the electronic flight bag software performs to a high standard and in compliance with the requirements of the Company Operations Manual and relevant CASA legislation;
* Managing the publication and distribution of company documentation (operations and manufacturers manuals and forms) to both internal and external recipients

**Key Result Areas**

* + - 1. **EFB Administration**
1. Hold responsibility for, and manage all aspects of EFB compliance appropriate to relevant CASA legislation;
2. Manage the maintenance and distribution of EFB Hardware and Software;
3. Perform EFB hardware and software validation and acceptance testing prior to distribution to aircraft/users;
4. Develop and incorporate EFB device user guide updates as required;
5. Develop and incorporate EFB Administrator – Policy & Procedures manual updates as required;
6. Assist in development/update of flight crew training for EFB systems and its use.

## Data Distribution

* 1. Receive, register and distribute internally and externally generated publications and amendments in both hard and soft copy format;
	2. Distribute externally sourced material (ie Jeppesen data) to the relevant recipients as required;
	3. Maintain a document management system to record and track document distribution and recipients;
	4. Liaise with document sponsors to meet their printing and distribution requirements;

## Compliance

* 1. Manage document distribution compliance via a Document Management System;
	2. Maintain a register of all documents and their amendment status;
	3. Develop and implement appropriate quality controls;
	4. Prepare and manage the document amendment cycle.
	5. Assist in inventory management and distribution of company documentation and forms to external vendors.
		+ 1. **Systems and Processes**
	6. Develop and maintain Document Management Standard Operating Procedures;
	7. Assist developing and documenting company policy and procedures which support company flight operations within area of responsibility;
	8. Champion new technologies and processes in support of flight operations in conjunction with the flight operations department;

**Key behaviours**

1. **Uphold Tigerair values**

Exemplify the Tigerair brand values in interpersonal dealing across the business.

* + Uphold Tigerair’s core values of Safety First, Respect, Integrity, Can Do Spirit and Innovation in all activities and interactions within and outside the company
	+ Collaborate and liaise with others to achieve Tigerair and Virgin Australia Group’s goals and outcomes.
	+ Demonstrate targeted communication across the management team and departments.
1. **Embody the Tigerair leadership standard**

Demonstrate the Tigerair and Virgin Australia Group leadership behaviours to help us change aviation for good.

1. Passionately Tiger! – be yourself and go together, work hard and dream big!
2. Desire to be better – we make life better for colleagues, customers and the community.
3. Collaborates – we’re better when we’re working together.
4. Inspires team – we capture the hearts and minds of our people to contribute at their fullest potential.
5. Creates future – we create the future today.
6. Drive results – we take ownership, holding ourselves and others accountable: screw it, let’s do it.
7. **Commitment to health and safety**

It is a requirement that the airline implements a Safety Management System (SMS). Every employee at Tigerair has a responsibility to follow the SMS and focus on safety performance and individual WHS. This process is designed to provide as high a level as possible of safety and safety assurance to all Company stakeholders.

It is your responsibility to:

1. Be aware of your individual accountabilities associated with the position you hold and adhere to those as prescribed in the organisation’s SMS.
2. Be aware of your relevant personal responsibilities under the WHS legislation and act accordingly in the work environment.

**Qualifications and experience**

* Experience with airline EFB and document management systems is desired
* Familiarisation with Apple iPad hardware and software systems including mobile device management systems
* A proven ability to conclude/close varying tasks, with the need to prioritise.
* Well-developed problem solving capability.
* Strong attention to detail.
* Extremely well organized.
* Remains calm and focused under pressure.
* A strong communicator.
* Able to work autonomously.
* Ability to work as part of a team.
* Strong analytical capability.
* Experience with Microsoft Office suite.