



Position Snapshot

Position Title:	People Safety Specialist
Division / Department:	Safety Systems & Operations Support / People Safety
Location:	BNE
Reports to:	Leader, People Safety
Direct Reports:	0
Level:	2A
Award:	
Classification:	N/A / N/A
Date:	July 2021

Overall Impact Statement

Our vision is to build the airline people love, and we'll do that by having happy people, happy customers, happy owners, by doing what matters, and by ensuring everyone is safe, always. We also believe that how you show up is as important as what you do.

The objective of the People Safety Specialist role is to oversee the Virgin Australia Workplace Health and Safety (WHS) Management System and ensure best practice prevention is being applied, safety outcomes are achieved, and effective processes are in place to ensure legislative compliance.

Organisational Context

Virgin Australia Group is a major Australian airline headquartered in Brisbane, Australia. The company operates scheduled domestic and short-haul international flights, charter and cargo services, and the award-winning loyalty program Velocity Frequent Flyer. The Group has been a competitor in the Australian aviation landscape for more than 20 years.

The company is now embarking on an exciting new chapter in the next stage of our journey. In September 2020, US private equity firm Bain Capital acquired Virgin Australia in a \$3.5 billion deal. The airline has now re-launched as a mid-market carrier with a renewed focus on small and medium sized businesses, price-sensitive corporates, premium leisure travellers and holiday makers.

Since November, Virgin Australia has been working on a plan to set itself up for future success. The Group has worked to ramp up flying, simplified its organisational structure, confirmed plans for 25 new 737 aircraft to renew and grow the fleet, and signalled deeper investment in technology and customer experience.

The Group recently appointed several new faces to its Executive Leadership Team, all with a proven track record and deep experience in aviation or consumer-focussed businesses.

Virgin Australia Group prides itself on recruiting the right people to meet the challenges ahead. No matter their role – our employees share an enormous amount of passion for our guests and ambition to be the most loved airline in Australia.

To ensure Company's safety objectives are achieved by supporting and contributing to the continuous development of the Group WHS Management System through the research, analysis and application of statutory obligations and best practice.

Key Accountabilities

Accountability	Major Activities
Safety, Security & Business Resilience	<ul style="list-style-type: none"> • Ensure all team members complete mandatory training applicable to their roles (including Safety, Security, Resilience and, Health and Wellbeing) • Ensure adherence to Virgin Australia Risk Management Framework (RMF) and adopt a proactive approach to the timely identification of operational and corporate risk and work to mitigate, resolve and escalate as required • Actively participate in relevant forums to improve Safety, Security, Resilience and Health and Wellbeing throughout the Group • Lead and participate in Safety Shares in all meetings • Champion Better Me throughout the Group • Lead consultation of WHS matters as related to your working environment • Actively participate in the Group's Resilience Program – e.g. as part of the Department's 3 x 3 bench strength.
Compliance	<p>Project manage the continual development and improvement of the Group WHS Manual, including activities to:</p> <p>Research, identify and analyse legislative WHS or other specified requirements, emerging WHS issues and best practice, assess and identify opportunities or impact for Virgin Australia systems and processes.</p> <p>Develop and continually improve WHS Standards, systems and processes using a risk based methodology and in accordance with Virgin Australia policy and values.</p> <p>Consult with internal and external (where required) stakeholders to assess the impact of WHS development work and ensure consideration of operational requirements.</p> <p>Provide advice to the Manager, WHS and assist in the strategic planning of the Virgin Australia Group WHS Management System and ongoing safety initiatives</p> <p>Maintain a contemporary knowledge of occupational health and safety legislation and standards.</p> <p>Act as a WHS technical reference for Virgin Australia people.</p>
Stakeholder Engagement	<p>Ensure changes to systems and processes are communicated effectively to relevant persons.</p> <p>Develop Group WHS training and education material.</p> <p>Develop productive relationships with Managers and Supervisors in Operational Divisions to coordinate effective development and implementation of systems and processes.</p> <p>Develop effective relationships with WHS Specialists to ensure synchronisation of effort within the WHS Department and consistency of material drafted.</p> <p>Coach and mentor Trainers in the delivery of WHS material.</p>
Audit Support	<p>Support the audit function by:</p> <p>Providing WHS technical input to audits as required.</p> <p>Reviewing the WHS component of audit protocols.</p>

Accountability	Major Activities
	Training and educating Auditors in WHS components.
Review and Improvement	Review and assess WHS Management System technical content for compliance with applicable legislation. Incorporate review outcomes / lessons into Group WHS Management System documentation.

Key Requirements

Requirement	Essential	Desirable
Education / Qualifications	Tertiary Qualification in OH&S or a related discipline; or, equivalent practical experience in Safety Management Systems development. Deep theoretical knowledge and analytical skills to enable application in varied environments	Auditor qualifications recognised by a professional body. Certificate IV in Workplace Training and Assessment or equivalent.
Experience	Extensive experience in the design, development and implementation of safety management systems in large complex organisations. Extensive experience in the development and delivery of change management programmes.	High level of experience in the development of systems and processes in a multi- jurisdictional environment. Significant experience in the development of a collective and personal commitment, by managers and supervisors, to WHS in large organisations Experience in Intalex
Skills	Highly developed research, planning and problem solving skills Demonstrated capacity for innovative thought, analytical capability and problem solving Demonstrated ability in the interpretation of legislative or other specified requirements to produce practical operational solutions Proven ability to develop and maintain relationships with a range of stakeholders and to positively influence these through communications, direct engagement and other means	Ability to investigate and identify causal factors

Requirement	Essential	Desirable
Knowledge	<p>Thorough understanding of workplace health & safety regulations, codes of practice and standards as well as best practice processes, theories and methodologies</p> <p>Demonstrated hazard identification and risk assessment processes.</p>	<p>Superior Microsoft Office software skills.</p>

Virgin Australia Leadership Standards

Standard	Level 2 Behavioural Descriptors
Passionately VA	<ul style="list-style-type: none"> • Initiates customer centric solutions • Supports initiatives to improve policies, processes and customer interactions • Seeks and identifies opportunities to surprise and delight both internal and external customers • Recognises ideas of all stakeholders and encourages innovative approaches • Expresses own point of view and challenges basic assumptions • By example, sets the direction for team members regarding safety performance and following procedures
Desire to be Better	<ul style="list-style-type: none"> • Takes into consideration the impact to customer experience when making decisions • Applies learning from previous experiences to improve future approaches and solutions • Seeks and provides feedback and opportunities to learn, valuing contribution of self and others • Identifies issues in existing systems and processes that may not be obvious to others • Challenges the status quo and offers progressive ideas and solutions • Actively seeks out risks to safety and resolves as a priority
Collaborates	<ul style="list-style-type: none"> • Promotes understanding of VA's purpose and strategy and how the team's work contributes to its achievement • Actively seeks opportunities to partner with others to achieve extraordinary outcomes • Builds trusting, cooperative partnerships, supporting others in challenging situations • Builds rapport and proactively strengthens connections with others • Embraces collaboration by connecting with others across different functions within VA
Inspires Team	<ul style="list-style-type: none"> • Encourages others to bring whole self to work and contribute freely to achieving our vision • Builds empathy and understanding of different people, integrating diverse perspectives into approaches and outcomes • Facilitates interactive discussions, actively listening and reaching agreement through flexibility and compromise • Promotes and encourages excellence, growth and autonomy in self and others • Shows personal accountability for achievement of job-specific outcomes
Creates Future	<ul style="list-style-type: none"> • Embraces change, seeing it as an opportunity to drive business improvement • Acts as a change advocate, sharing information and promoting change to others • Demonstrates persistence and perseverance in the face of obstacles • Considers whether short term goals support long term objectives and consequences • Displays and drives resilience and flexibility, remaining focused on achieving outcomes whilst remaining safe
Drives Results	<ul style="list-style-type: none"> • Recognises the implication of organisational issues, identifying potential impact on achievement of own results • Identifies the processes, tasks and resources required to achieve an outcome and plans accordingly • Communicates key objectives within own area to deliver results aligned to business strategy • Tailors messages for maximum impact • Uses data to drive continuous improvement to processes, outcomes and safety.