

Virgin Australia strategic objectives

Australia's Favourite Airline Group. Leading through loyalty – customers, partners and community

1. Impress our customers
2. Strengthen our relationships
3. Be business smart
4. Put safety first and deliver operational excellence
5. Our people at their best

Role Summary

Role purpose

Level	4	Location	Brisbane or Sydney
Department	Sustainability and Corporate Responsibility	Division	Chief Legal and Risk Office
Group	Group Corporate	Direct Reports	Two
Reports to	Chief Legal and Risk Officer	Manager once removed (MOR)	Chief Executive Officer
Role Scope		Created / Updated	April 2014 / Sept 2018

The General Manager, Sustainability and Corporate Responsibility will be responsible for the development and execution of the Virgin Australia Group's Sustainability and Corporate Responsibility strategy and reporting performance against it. This strategy will be linked closely to the overall Group's Strategy and work across all levels of the business to drive a focus on sustainability and ethical conduct in our operations.

This position will consider the sustainability, business integrity and ethical risks and issues the Group faces and put in place the required strategies and initiatives to adequately address them. Additionally, this role will be responsible for delivering an effective framework to track (and work with the Corporate Governance team to report) the Group's Sustainability and Corporate Responsibility performance.

Accountabilities and Key Metrics

	Accountabilities	Key Metrics
Financial	<ul style="list-style-type: none"> Identify cost savings and/ or revenue improvements and anticipate commercial or business opportunities in the sustainability space. Prepare and drive annual Sustainability and Corporate Responsibility team's budget or revised forecast. Manage all Sustainability and Corporate Responsibility projects and work programs to deliver within budget. Manage the Group Carbon Strategy, Carbon offset program, associated carbon pricing risks and projects concerning the use of lower emission fuels. Source appropriate Australian government and international grants that are available to meet sustainability objectives 	<ul style="list-style-type: none"> Achievement of budget or revised forecast Projects delivered on time and on budget. Virgin Australia offset program builds on total emissions offset YoY. Reduction in net carbon liabilities. Grants are obtained and comply with internal processes and policies.

	Accountabilities	Key Metrics
	<ul style="list-style-type: none"> including fuel efficiency, energy efficiency and the development of renewable jet fuel. Assist the sales and commercial teams in business development through assisting in responding to requests for proposals (RFP) and tenders. 	
Safety	<ul style="list-style-type: none"> Embed Safety into Sustainability policies, custom and practice. Contribute to a safe working environment. 	<ul style="list-style-type: none"> LTIFR / LTI All required training completed
Operational	<ul style="list-style-type: none"> Work with Sustainability Steering Group, ExCo and senior leadership team to develop a strategic view of future sustainability and, corporate responsibility requirements and options. Develop and implement appropriate policies in order to protect the Group's reputation and avoid regulatory risks. In particular work with and support the procurement team to implement procedures in regards to sustainable procurement and Modern Slavery Act requirements. Formulation, review and ownership of Business Integrity policies, procedures and systems in response to legislative changes, external/internal reviews, an/or industry best practice. Lead the renewable jet fuel initiatives in order to develop sustainable, reliable and economic support of renewable jet fuel to meet Virgin Australia's targets. Play a key role in the Virgin Australia Fuel Efficiency Program and fulfil government reporting obligations. Lead and develop strategies which focus on greenhouse gas emissions (energy), environmental and waste management which are aligned to business strategy and collaborate with internal stakeholders to implement the strategies Contribute and represent Virgin Australia's position on policy development at a state and international level relating to carbon management measures, renewable jet fuel and other sustainability objectives Ensure compliance with Australian and international regulatory obligations and reporting requirements in particular: the National Greenhouse and Energy Reporting System, and the Safeguard Mechanism. Manage risks associated with portfolio including developing detailed scenario analysis considering the risks and opportunities for VA under different climate and policy trajectories. 	<ul style="list-style-type: none"> Strategy developed and projects delivered on time and on budget Compliance with relevant policies and legislation. Policy position papers are developed as required by Government that articulates and supports the Group's business objectives Maintain an up to date risk register detailing the Group's key sustainability and corporate responsibility risks.
Customer/ External Stakeholder	<ul style="list-style-type: none"> Educate and engage internal and external stakeholders including our customers regarding Virgin Australia's positioning on Corporate responsibility and sustainability work Develop productive working relationships with key Government Departments, Regulators, NGOs and business group's to manage group environmental and social issues 	<ul style="list-style-type: none"> Stakeholder feedback including perception of support provided and effectiveness of Corporate Responsibility and Sustainability function to the business.

	Accountabilities	Key Metrics
	<ul style="list-style-type: none"> Provide advice to the senior leadership team on environmental issues, policy frameworks, regulatory developments and political issues. Engage and educate customers and corporate clients with shared sustainability goals and commercial opportunities. Work closely with the Brand and Marketing teams to generate engaging stories that enhance the Virgin Australia brand. Report back to stakeholders on issues utilising the Global Reporting Initiative Framework / Task Force on Climate-Related Financial Disclosures (TCFD). 	<ul style="list-style-type: none"> Fulfilment of external reporting requirements. External positioning of sustainability strategy Building on reporting protocols and of sustainability reporting frameworks such as GRI and Integrated Reporting
People	<ul style="list-style-type: none"> Develop and implement a plan for our people to understand and engage with the Group's Sustainability and Corporate Responsibility strategy. Empower our people to develop and implement initiatives in relation to business integrity, ethical conduct and sustainability as part of their day to day work Role model leadership behaviours to embed a values-driven, high performance engaged and enabled workplace culture. Collaborate with other CLRO leadership team members and other divisions to help drive the Group's culture, values and engagement of our people. Build and maintain effective relationships within and across business units and departments. Provide training and coaching on ethical behaviour, corporate responsibility and sustainability for employees across the Group. 	<ul style="list-style-type: none"> Team members have tools and engagement to support sustainable outcomes in the business Improved engagement survey scores Team feedback

Decision Making Authority

Decisions Role Expected to Make	Recommendations Role Expected to Make
<ul style="list-style-type: none"> As per Virgin Australia Delegated Authorities Manual Sustainability and Corporate Responsibility strategy and risk management Internal Business Integrity, Corporate Responsibility and Sustainability policies 	<ul style="list-style-type: none"> Sustainability and Corporate Responsibility strategy, business plan and budget submissions Government, regulatory authorities submissions policy recommendations and required compliance reporting

Values and Behaviours

Spirit	Heart	Collaboration	Imagination
Zest for life Positive Energetic Spontaneous Passionate	Genuine Authentic Heartfelt Care Respectful Personal Sincere	Inclusive Together People / people involving Caring for others Engaging Open	Creativity Finding ways Progressive thinking

Expertise

	Must have	Great to have
Knowledge/qualifications	<ul style="list-style-type: none"> Significant understanding of best practice Corporate Social Responsibility (CSR), Business Integrity and Sustainability initiatives. Experience with the National Greenhouse and Energy Reporting System, the Safeguard Mechanism, Emission Reduction Fund. Understanding of large, complex enterprises and their organisational dynamics Awareness of major industry trends. Tertiary qualifications in relevant field 	<ul style="list-style-type: none"> Extensive knowledge of aviation operations. Knowledge of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)
Skills	<ul style="list-style-type: none"> Experience in corporate social responsibility, sustainability reporting, community engagement and sustainability programs. Extensive stakeholder management. Strong communication and influencing skills with demonstrable success at senior levels High attention to detail and presentation skills Ability to lead a team to achieve goals and drive change. Ability to motivate team as well as mentor them so they can develop their skills and abilities. 	<ul style="list-style-type: none"> Demonstrated ability to gather requirements and influence leaders across different divisions. Experience in business development and commercial negotiation

	Must have	Great to have
Experience	<ul style="list-style-type: none"> • Senior management experience • Track record of leading change in large organisations • Leading projects relating to corporate responsibility, ethics and sustainability. • Strong planning, project management and organisational skills and successfully executing on initiatives in a large and complex organisation. • Successful record of building relationships across multiple business areas and multiple levels. • Sound experience building and leveraging external relationships. • Strong financial and business acumen • Experience with renewable energy initiatives and carbon offset programs. 	<ul style="list-style-type: none"> • Experience in managing multiple projects • Airline industry experience • Experience in contemporary and innovative communication techniques including dashboard reporting, infographics and presentation decks • Experience with gathering business requirements across cross functional business processes with different levels of complexity and scope.

Key interactions

Internal	ExCo, General Managers, Company Secretary, Fuel Efficiency Group, Managers across Operations, Finance, Commercial, People Team, Operations, Customer, Brand, Marketing & Corporate areas, Team members interested in corporate social responsibility and sustainability issues
External	Sustainability Stakeholders, Government Bodies, Strategic partnerships.

Sign off

I have read and understand the requirements of this position. I agree to consult with my 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]
Leader's Name: [Add name]	Signature:	Date: [Add date]