



Position Snapshot

Position Title:	Work Health and Safety Specialist
Business / Division / Department:	VARA Safety Systems
Location:	Perth
Reports to:	Head of Safety Systems
Direct Reports:	Nil
Classification:	2.A
Date:	February 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 Work Health and Safety (WHS) Specialist is to oversee WHS performance and compliance for Virgin Australia Regional Airlines (VARA) and is responsible for ensuring the required outcomes are achieved and maintained by engaging and contributing to the continuous implementation and operation of the WHS Management System to the business.

The role is required to undertake complex and diverse audits, investigations and inspections of Virgin Australia Regional Airlines facilities, operational locations and externally contracted providers to ensure compliance with the applicable Work, Health and Safety regulations, Virgin

Australia Group (VAGP) procedures and any other applicable safety standards, procedures and contracted requirements.

Additionally, the Work Health and Safety Specialist is required to manage the development of the systems and processes that affect occupational health, safety and environment with cognisance of statutory obligations and best practice. They will also lead, facilitate and support the development and sustainable management of staff health and wellbeing, provide advice and enable performance reporting of occupational health, safety and environment at all levels of the business

To influence and partner with the management team to embrace the management of occupational health, safety and environment by building open and honest relationships based upon open and honest communication

To develop strategies to ensure environmental compliance in accordance with environmental legislation and the VARA Operational Environmental Management Plan (OEMP) providing the necessary oversight on behalf of facility Accountable Managers.

Organisational Context

Virgin Australia Group is a major Australian airline group which launched in 2000 bringing real competition to the skies. The Group is made up of Virgin Australia Airlines, Virgin Australia Regional Airlines and Velocity Frequent Flyer – our awesome loyalty program.

We're known for our exceptional customer service, award-winning cabin crew and fantastic product offerings. We're also passionate about the environment and reducing our carbon footprint both on the ground and in the air.

We pride ourselves on recruiting the right people into the right roles and we're always looking for team members in all specialities to join our crew.

When we live our shared values, we can do things that most people would think impossible, and we think that's pretty cool.

As a result, every person we come into contact with – be it our guests, customers, colleagues or the community, will feel and experience better outcomes, based on the interactions we have with them.

Key Accountabilities

Accountability	Major Activities
Safety	<ul style="list-style-type: none">• Be active in promoting a positive Safety Culture in the organisation• Ensure the promotion of a Just Safety culture within the organisation• Complete mandatory safety training applicable to the role• Participate in the SMS by identifying and reporting hazards to the operation

	<ul style="list-style-type: none"> • Be aware of personal safety matters including the emergency procedures relevant to role location • Adhere to all documented policies and operating procedures
Safety Management	<ul style="list-style-type: none"> • Ensure that procedures adopted for the completion of WHS audits, inspections and investigations are compliant with the VARA SMS and OEMP as well as the VAGP SSM5 WHS manual • Through the safety reporting, audit and investigation process, accurately identify potential and actual WHSE hazards and risks to operations. • Develop management systems to identify potential and actual WHSE hazards and risks, and report these to the business • Provide safety feedback and safety promotional information to ensure that the VARA WHSE documentation and procedures continually evolves to support the business needs and meets the defined safety objectives • Participate in the development and delivery of training material
Audit	<ul style="list-style-type: none"> • Develop and maintain an annual audit and inspection program of activities and facilities to ensure adherence to regulatory and organisational WHSE requirements • Undertake various audits and inspections in accordance with the approved WHSE audit program and in accordance with the VARA SMS and the department's internal procedures manual • Monitor outputs from the audit program and ensure results are communicated in a timely manner • Through the audit process, accurately identify the causal factors of any deficiencies discovered and identify the human factors that contributed to the root cause • Respect the sensitivity and confidentiality of information obtained during the conduct of audits whilst balancing the need for the organisation to accurately assess the potential safety impact • Monitor and assist the departments implement corrective and preventative actions as they relate to audits until completed. • Undertake travel as necessary to complete assigned audits and inspections • Ensure the timely communication of audit findings by maintaining timelines directed by the VARA SMS, OEMP and the VAGP SSM5 • Review audit scopes to ensure they capture latest regulations and VARA and VAGP procedures • Assist the Manager Safety Assurance in scheduling the WHSE audit program • Develop and maintain processes to support the undertake WHSE audits and inspections • Review outputs from the WHSE audit and Inspection program and monitor trends in order to minimise risk to the business • Review draft audit reports from auditor/investigators provide

	feedback prior to the issuance of the reports to the organisation.
Investigation	<ul style="list-style-type: none"> • Undertake investigations in accordance with the VARA SMS manual and VAGP SSM5 • Through the investigation process, accurately identify the causal factors of any findings and identify the human factors that contributed to the root cause • Monitor and assist the departments implement recommendations from investigations and ensure results are communicated in a timely manner • Ensure that all WHSE investigations are completed in accordance with the documented timelines in the VARA SMS and agreed to by the Head of Safety Systems • Respect the sensitivity and confidentiality of information obtained from investigations whilst balancing the need for the organisation to accurately assess the potential safety impact • Ensure the timely communication of investigative findings by maintaining timelines as required by the VARA SMS and VAGP SSM5 • Monitor and assist the departments implement corrective and preventative actions as they relate to investigations until completed. • Undertake travel as necessary to complete assigned investigations • Lead investigations and participate in investigations • Review investigation scopes to ensure that the investigation includes all necessary aspects of the investigation • Review draft investigation reports from the auditor investigators and provide feedback prior to forwarding the finalised report to the Head of Safety Systems for release
Safety Reporting	<ul style="list-style-type: none"> • Support the Daily Assessment Team meeting as required to review WHSE reports in accordance with the VARA SMS suite • Oversee the review of WHSE occurrence reports, including processing and identification of reports which may require escalation for investigation • Develop management systems to undertake safety reporting analysis in relation to WHSE reports including, but not limited to SAG and SRB packs, • Be the point of contact for the purposes of responding to VAGP, Worksafe or other external agencies in relation to WHSE inquiries.
Leadership	<ul style="list-style-type: none"> • Mentor the Safety team and operational managers in relation to WHSE • Mentor the WHSE Representatives in undertaking their activities as representatives of the VARA workforce • Identify and promote training in relation to WHSE where such training is required to meet the objectives of the WHSE manual

	<p>suites for both VARA and VAGP</p> <ul style="list-style-type: none"> • Secretariat to the VARA WHS and Environmental committees • Be delegate to the VARA Head of Safety Systems as Chair to the WHS and Environmental committees • Lead by example in demonstrating compliance with the Safety Systems document suite in relation to WHSE oversight • Assist the Manager Safety Assurance in ensuring the Safety Assurance team meet the deliverables of the team
Special Projects	<ul style="list-style-type: none"> • Undertake special projects and activities as directed by the Head of Safety Systems
Customer	<ul style="list-style-type: none"> • Actively contribute to creating a culture of customer service excellence • Interface and collaborate with other departments and external stakeholders to ensure a collaborative approach to a positive safety culture • Support long-term organisational business improvement programs that seek out opportunities to improve operational safety • Develop educational material in relation to safety matters in a timely manner
Departmental	<ul style="list-style-type: none"> • Complete specific tasks allocated in a timely manner • Ensure achievement of personal Key Performance Indicators • Collaborate effectively to ensure departmental goals are achieved by providing input into decision making and problem solving. • Contribute and assist with the development of continuous improvement ideas/initiatives and provide feedback • Be an active member of the Safety Systems Investigative on call team as required • Be an active member of the Safety Systems Business Resilience Team including out of hours support and being on call as required by the organisation. • Undertake travel as necessary to complete assigned activities • Undertake other activities as requested by the Head of Safety Systems to support organisational objectives

Key Requirements

Requirement	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> CERT IV, Diploma or similar in WHS / OHS Formal Audit qualification or similar Comprehensive knowledge of WHS and Environmental regulations, codes of practice and Australian Standards 	<ul style="list-style-type: none"> Formal qualification in Environmental Management Certificate IV in Workplace Training and Assessment or equivalent. Formal Investigation qualification Food Safety/HACCP auditor. Fire Safety qualification Detailed knowledge of Emergency Management including AS3745:2010.
Experience	<ul style="list-style-type: none"> Minimum of 3 Years experience in a WHSE / OHSE Role or similar Experience in conducting WHS and Environmental audits / inspections Experience in or leading or participating in WHSE investigations Experience in conducting business analysis and making detailed recommendations 	<ul style="list-style-type: none"> Previous experience in the aviation or other industry WHSE role Demonstrated experience as a WHSE facilitator/trainer, having developed and delivered various training packages Experience acting as a company representative in industry meetings and forums Experience in leading other teams to deliver measurable objectives
Skills	<ul style="list-style-type: none"> Demonstrated excellent communication skills including report writing Proven ability to partner and collaborate with stakeholders 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 Excellent interpersonal skills 	<ul style="list-style-type: none"> Ability to present information in an open forum Experience with power BI

	<ul style="list-style-type: none"> • Demonstrate investigation problem solving and analytical skills • Intermediate to advanced level skills in productivity tools including as a minimum the MS Word, Excel, PowerPoint • Good working knowledge of legislation published by local regulatory authorities • Proven ability to present analysis data and provide accurate and reliable advice and recommendations based on this analysis • Ability to interact with team members at all levels of the organisation • Ability to quickly adapt to change and learn quickly in evolving environments • Emotional intelligence; the ability to read, monitor and understand behaviours and respond to affect positive outcomes • Demonstrated ability to influence and engage stakeholders 	
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of WHS and Environmental regulations and policies • Solid understanding of the regulations and standards applicable to airline operations 	

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	<ul style="list-style-type: none"> • Takes into consideration the impact to customer experience when making decisions

Better	<ul style="list-style-type: none"> • 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.