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| **Title:** | Flight Operations Engineer |
| **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 Flight Operations Engineer is responsible for:

* Maintenance and development of weight and balance systems and data;
* Maintenance and development of aircraft performance systems and data,

**Key Result Areas**

* + - 1. **Weight and Balance**

1. Assist with the maintenance of the aircraft loading systems, in conjunction with the approved weight control authority (WCA);
2. Validate and distribute aircraft weight and balance documentation for both Airbus and Boeing fleets;
3. Maintain current and accurate databases for load control in compliance with relative legislation and company operation.
4. Assist with development and incorporation of weight and balance operational procedure manual updates;
5. Manage weight and balance data updates for Electronic Flight Bag system.
   * + 1. **Aircraft Performance**
          1. Produce and distribute aircraft performance data including take-off charts and associated special engine out procedures for both Airbus and Boeing fleets;
          2. Assess and provide ongoing NOTAM support and ensure temporary takeoff performance data is produced for aerodrome works or unplanned limitations;
          3. Maintain current and accurate databases for aircraft performance in compliance with relative legislation and company operation.
          4. Monitor Method Of Works Plans and assess impact on aircraft performance;
          5. Produce and analyse aircraft performance deterioration and tail allocation data;
          6. Assist with development and incorporation of aircraft performance operational procedure manual updates;
          7. Manage aircraft performance Electronic Flight Bag system updates .
       2. **Systems and Process**
          1. Support development, validation and maintenance of aircraft performance and weight and balance EFB applications.
          2. Assist developing and documenting company policy and procedures which support company flight operations within area of responsibility;
          3. Champion new technologies and processes in support of flight operations and other key departments within the organisation.
          4. Assist with the production, distribution and amendment of company documentation.

**Key behaviours**

1. **Uphold Tigerair values**

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

* 1. 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
  2. Collaborate and liaise with others to achieve Tigerair and Virgin Australia Group’s goals and outcomes.
  3. 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**

* Bachelor of Aeronautical/Aerospace Engineering Degree
* Experience in aircraft performance engineering including experience with Airbus and Boeing manufacturer performance software tools.
* Weight Control Authority (desirable).
* Strong attention to detail
* Ability to work to strict time lines (project management).
* Effective teamwork skills and capable of team building and motivating.
* Excellent communication skills, verbal and written.
* Proven and strong analytical and problem solving skills;
* Computer skills essential.