

Title	Navigation Services Supervisor
Department	Flight Operations
Location	Melbourne
Employment	Full Time
Reports to	Manager Technical Operations
Direct Reports	Nil

As part of the Virgin Australia Group, we pride ourselves in being **Champions of Better** in all that we do. Tigerair Australia has one main goal of being the budget airline of choice for all Australians and remains firmly committed to delivering the best in terms of safe, affordable, reliable air travel with friendly service. This purpose and our values guides our behaviour, and applies to every aspect of our business.

Role Overview

Reporting to the Manager Technical Operations, the Navigation Services Supervisor is responsible for the oversight of company aerodrome information and aircraft FMS route information, ensuring compliance with company Operations Manual and relevant legislation.

Key Result Areas

1. Navigation Services

- a. Monitor and manage company route details in close liaison with Virgin dispatch (principally the VA navigation analyst);
- b. Responsible for the timely production and delivery of navigation data disks to Engineering department in accordance with published Company procedures
- c. Manage the content of Jeppesen Airway Manual information to maintain complete coverage of scheduled operations, together with additional coverage for strategic and route planning purposes
- d. Maintain a library of Australian and International AIP documentation required to support company operations
- e. Manage the content of Operations Manual Part C – Route Manual including airport information and runway minima information
- f. Manage the validation and distribution of the aircraft FMS navigation database
- g. Management of Airport and Route Assessment (ARAC) process.
- h. Manage approvals for all nominated Tigerair aerodromes
- i. Manage the implementation of new technologies pertaining to the navigation of aircraft
- j. Ferry Planning Management including provision of Overflight Clearances and Entry/Exit Permits (as applicable).
- k. Maintain the relationship with external organisations relevant to the position including Air services, Aerodrome operators, CASA, Honeywell and Jeppesen.
- l. Represent Tigerair at 3rd party stakeholder meetings
- m. Address new and on-going technical aspects of Operations regarding aircraft specifications and performance, including:
 - i. Navigation database validation;
 - ii. Manual updates;



- iii. Project works;
- n. Continuously monitor and analyse AIP (including NOTAM, AIP SUPs, AICs and ERSA) for changes applicable to Tigerair operations and disseminate information as required to other departments in a timely manner;
- o. Provide technical support for investigations;

Key behaviours

1. Uphold Tigerair values

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

- a. 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
- b. Collaborate and liaise with others to achieve Tigerair and Virgin Australia Group's goals and outcomes.
- c. Demonstrate targeted communication across the management team and departments.

2. Embody the Tigerair leadership standard

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

- a. Passionately Tiger! – be yourself and go together, work hard and dream big!
- b. Desire to be better – we make life better for colleagues, customers and the community.
- c. Collaborates – we're better when we're working together.
- d. Inspires team – we capture the hearts and minds of our people to contribute at their fullest potential.
- e. Creates future – we create the future today.
- f. Drive results – we take ownership, holding ourselves and others accountable: screw it, let's do it.

3. 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:

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

Qualifications and experience

- Exposure to aircraft navigation systems and the aviation industry will be highly desirable;
- Holds (or has held) a pilot's license (desirable);
- Holds a flight dispatcher license (desirable);
- Has a sound knowledge of CASA/CAO regulations
- Experienced in the implementation of aircraft navigational systems and procedures;
- Strong administrator experience;
- Well-developed problem solving capability;
- Extremely well organized;



- Remains calm and focused under pressure;
- A strong and broad communicator;
- Able to work well without direct supervision;
- Ability to work as part of a team and independently;
- Strong analytical capability;
- Ability to demonstrate working in a fast past, changing and challenging environment.