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| **Title** | Leader Fleet Technical |
| **Department** | Flight Operations |
| **Location** | Melbourne |
| **Employment** | Full Time |
| **Reports to** | Manager Technical Operations |
| **Direct Reports** | 4 |

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**

The Leader Fleet Technical is responsible for maintaining aircraft performance, (including payload studies), aircraft weight and balance, document management, including production and distribution, aircraft EFB systems and fuel management.

**Key Result Areas**

**Weight and Balance**

Oversight the design, production and maintenance of the aircraft loading systems, in conjunction with the approved weight control authority (WCA).

**Aircraft Performance**

* Oversight the production and distribution of aircraft performance data including take-off data and associated special engine out procedures;
* Manage NOTAMs assessments and ensure temporary takeoff performance data are produced for aerodrome works or unplanned limitations;
* Monitor MOWP and disseminate (as required);
* Review and manage Aircraft Performance Degradation values (APDs) in the flight planning system.

**Documentation**

* Manage the production, distribution and amendment of company documentation
* Ensure correct and timely acquisition, distribution and maintenance of all external documentation and charts (such as Jeppesen Airway Manual, AIP, aircraft documentation, etc.)

**Systems and Process**

* Oversight of the company electronic flight bag systems management
* Develop and document company policy and procedures which support company operations within area of responsibility;
* Champion new technologies and processes in support of flight operations;

**Stakeholder Engagement**

Manage external service providers for the provision of products and services as required to the Flight Operations Fleet Technical department.

**People Management**

* Manages the Technical Publisher, Operations Engineer, EFB Administrator/Document Distribution Controller and Operations Analyst and provides direction and leadership in relation to their duties;
* Provide technical leadership to the team, leveraging the skills and experience of the team to solve complex technical problems as well as to assess and implement new solutions.

**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**

* Solid management/supervisory experience required;
* Extensive experience in aircraft performance including experience with Airbus and Boeing manufacturer performance software tools required.
* Aeronautical / Aerospace Engineering Degree (desirable)
* Weight Control Authority (desirable)
* Ability to work to strict time lines (project management)
* Effective leadership skills and capable of team building and motivating;
* Excellent communication skills, verbal and written;
* Computer skills essential;