

## Technical Records Officer

### Goals

My Role:	<ul style="list-style-type: none"> <li>The role of the Technical Records Officer is to accurately update, monitor, record and track airworthiness records to support the Engineering and Maintenance operations of Virgin Australia Regional Airlines (VARA) for all aircraft under the VARA continuing airworthiness management organisation (CAMO).</li> </ul>
My Department:	<ul style="list-style-type: none"> <li>The primary business objective of the VARA Continuing Airworthiness Management Organisation (CAMO) is to provide Continuing Airworthiness Management services for the Virgin Australia Regional Airlines aircraft fleet. Technical Records ensure the Maintenance Control System is updated to reflect maintenance accomplished. Technical Records ensure component log books and hard copy records are updated, archived and stored in accordance with the respective procedures.</li> </ul>

### Virgin Australia

1. To be Australia's airline of choice.
2. To be Australia's best customer led organisation
3. To do for corporate travellers what we did for leisure travellers in 2000

### Expertise

	Must have	Great to have
Knowledge/Qualifications	<ul style="list-style-type: none"> <li>Records Management</li> <li>Office Systems</li> <li>Technical Records System</li> <li>Computer Related</li> <li>Continuing Airworthiness</li> <li>Maintenance Programs</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance System IAS/Trax</li> <li>Regulatory knowledge</li> <li>Aviation knowledge</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Aviation Technical Records</li> <li>Ability to work in a team environment</li> <li>Ability to coordinate and prioritise assigned tasks in a logical manner</li> </ul>	<ul style="list-style-type: none"> <li>+2yrs Technical Records</li> <li>Previous airline operations experience</li> <li>End of lease records</li> </ul>

## Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Safety	<ul style="list-style-type: none"> <li>Ensuring the promotion of a just safety culture within the organisation and show safety as the overriding consideration at all times.</li> <li>Comply with all company policies and Occupation Health and Safety procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Periodic self-audits</li> <li>Number of errors is minimised</li> </ul>
2. Continuing Airworthiness Management	<ul style="list-style-type: none"> <li>Ensure the timely and accurate update of the Maintenance Control System to reflect all types of maintenance accomplished, utilisation, minor and major component replacements and life limited component replacements</li> <li>Updating maintenance thresholds in the Maintenance Control System</li> <li>Enter and update airworthiness data in the Maintenance Control System</li> <li>Record and report accomplished ICA's</li> <li>Archive airworthiness records hard copy and electronic copy</li> <li>Retrieve data as required by the Continuing Airworthiness Management team.</li> <li>Update major and minor component Log books</li> <li>Induct and accurately update new/used aircraft, components, and major components (complex / standard) into the Maintenance System.</li> <li>Update the Maintenance System with any Aircraft Maintenance Program changes approved by the approved maintenance program employee</li> <li>Update "external" systems with information provided on the Continuing Airworthiness Records, as required</li> <li>Assist with Technical Records training, if and when required.</li> <li>Assist with Technical Records related queries, if and when</li> </ul>	<ul style="list-style-type: none"> <li>Efficiency</li> <li>Accuracy</li> <li>Data Integrity</li> <li>Quality</li> <li>Continued Compliance</li> </ul>

Accountability	Major activities	Performance Indicators
	required. <ul style="list-style-type: none"> <li>Monitoring of documentation to ensure certification conforms to requirements.</li> <li>Support of maintenance planning and records team.</li> <li>May perform other duties as assigned by management.</li> </ul>	
3. Communication	<ul style="list-style-type: none"> <li>Work cooperatively to support team objectives</li> <li>Actively highlight and escalate potential airworthiness issues</li> <li>Contribute ideas and provide feedback</li> <li>Promote teamwork</li> <li>Encourage positive customer relationships</li> </ul>	<ul style="list-style-type: none"> <li>Effective and Positive behaviours</li> <li>High performing team</li> </ul>
4. Other	<ul style="list-style-type: none"> <li>Participate in projects and other duties as requested</li> </ul>	<ul style="list-style-type: none"> <li>Completion to set milestone.</li> </ul>

**Competencies** are relevant to every Virgin Australia team member. Please refer to the Virgin Australia Behavioural Guide for further detail specific to your position.

- Continuous Improvement and Strategic Focus
- Critical Thinking and Analysis
- Organisational and Social Commitment
- People and Leadership
- Personal Awareness and Effectiveness
- Service Delivery
- Vivacity

## Key Interactions

Internal	<ul style="list-style-type: none"> <li>Managers, Leaders and Team Members across the CAMO</li> </ul>
External	<ul style="list-style-type: none"> <li>Part 145 AMO</li> </ul>

## Major Challenges

To maintain continuing airworthiness management of the VARA fleet within critical timeframes
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## Our Expectations

### You are expected:

1. To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values – Caring, Excellence, Individuality, Resourcefulness, Innovation, Enthusiasm and Integrity.
2. To demonstrate our Leadership Behaviours; Act with integrity, be decisive, Act quickly, Listen to Guests and team members and Take responsibility.
3. To comply with and actively support all position, department and company policy and procedures
4. To be a team player – supporting a one in all in approach and a first to know, best to deal with
5. To demonstrate our Safety First philosophy – First to find, first to fix! Ensuring that you keep our workplace fair and safe – free of all forms of discrimination and harassment and free from injury and incident.
6. To engage the very best of your personality and enthusiasm and create memorable, positive and fun experiences for all.

**Sign Off**

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