



## Position Snapshot

<b>Position Title:</b>	Components and Purchasing Leader
<b>Division / Department:</b>	Engineering & Aircraft Servicing / Technical Operations
<b>Location:</b>	BNE Hangar
<b>Reports to:</b>	Manager Technical Operations
<b>Direct Reports:</b>	6
<b>Level:</b>	2B
<b>Date:</b>	December 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 Components and Purchasing Leader role is to coordinate timely and cost-effective supply of aeronautical and commercial material in support of aircraft maintenance. This role is responsible for the repair, modification and/or exchange of Virgin Australia components, and for purchasing all commercial and expendable materials required to fulfill the approved inventory plan. The role is also responsible for monitoring insurance events and liaise with all relevant departments to ensure all insurance claims are identified and pursued.

## Organisational Context

Virgin Australia Group is a major Australian airline headquartered in Brisbane, Australia. The company operates scheduled domestic and short-haul international flights, charter and cargo services, and the award-winning loyalty program Velocity Frequent Flyer. The Group has been a competitor in the Australian aviation landscape for more than 20 years.

The company is now embarking on an exciting new chapter in the next stage of our journey. In September 2020, US private equity firm Bain Capital acquired Virgin Australia in a \$3.5 billion deal. The airline has now re-launched as a mid-market carrier with a renewed focus on small and medium sized businesses, price-sensitive corporates, premium leisure travellers and holiday makers.

Since November, Virgin Australia has been working on a plan to set itself up for future success. The Group has worked to ramp up flying, simplified its organisational structure, confirmed plans for 25 new 737 aircraft to renew and grow the fleet, and signalled deeper investment in technology and customer experience.

The Group recently appointed several new faces to its Executive Leadership Team, all with a proven track record and deep experience in aviation or consumer-focussed businesses.

Virgin Australia Group prides itself on recruiting the right people to meet the challenges ahead. No matter their role – our employees share an enormous amount of passion for our guests and ambition to be the most loved airline in Australia.

The Technical Operations team is responsible for maximising the availability of safe and reliable aircraft with minimal operational restrictions in compliance with all applicable safety and regulatory obligations. This is achieved through the strategic management of an integrated group of operationally focused teams who collectively support the Airline's needs by resolving technical conditions and issues impacting the fleet.

## Key Accountabilities

Accountability	Major Activities
Safety, Security & Business Resilience	<ul style="list-style-type: none"> <li>- Ensure all team members complete mandatory training applicable to their roles (including Safety, Security, Resilience and, Health and Wellbeing)</li> <li>- Ensure adherence to Virgin Australia Risk Management Framework (RMF) and adopt a proactive approach to the timely identification of operational and corporate risk and work to mitigate, resolve and escalate as required</li> <li>- Actively participate in relevant forums to improve Safety, Security, Resilience and Health and Wellbeing throughout the Group</li> <li>- Lead and participate in Safety Shares in all meetings</li> <li>- Champion Better Me throughout the Group</li> <li>- Lead consultation of WHS matters as related to your working environment</li> <li>- Actively participate in the Group's Resilience Program – e.g. as part of the Department's 3 x 3 bench strength.</li> </ul>
Operational	<ul style="list-style-type: none"> <li>- Ensure all aircraft material requirements are maintained to appropriate levels and adequately provisioned to support Virgin Australia's maintenance requirements</li> <li>- Provide oversight of the Supply (component/purchasing) teams and their key accountabilities</li> <li>- Analyse and troubleshoot demand related issues that could negatively impact return to service dates or maintenance deferrals in a timely and accurate manner</li> <li>- Implement spares positioning strategies to minimise delays and transportation costs</li> <li>- Provide SME input into procurement activities, proposed fleet or component modifications and inventory holding levels</li> <li>- Ensure Supply contracts are adhered to</li> <li>- Identify and coordinate insurance claims</li> </ul>
Safety	<ul style="list-style-type: none"> <li>- Ensure all component repairs and purchases satisfy Virgin Australia, CASA, FAA and EASA requirements</li> <li>- Ensure teams compliance with Virgin Australia's Continuing Airworthiness Management Exposition, Engineering Business Procedures and applicable Work Instructions</li> <li>- Responsible to ensure reports are raised for all significant events that may have safety, quality or compliance implication</li> <li>- Quality oversight through routine and ad-hoc audits</li> <li>- Ensure all relevant risks and issues are identified, understood, reported and managed</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>- Manage vendor performance by measuring and reporting performance metrics</li> <li>- Participate in and conduct Vendor performance review meetings to ensure performance improvements</li> <li>- Identify, develop solutions and work with stakeholders to deliver cost reduction, cost avoidance and risk minimisation outcomes</li> <li>- Identify and report TRAX Engineering Control errors</li> <li>- Model desired leadership behaviors and mentor team members to their full potential</li> <li>- Performance indicators are monitored and feedback against policy</li> </ul>

Accountability	Major Activities
	<p>and procedures is provided to management</p> <ul style="list-style-type: none"> <li>- Ensure staff training is accomplished in accordance with induction training schedules and team/individual training plans</li> <li>- Identify and implement system and process improvement opportunities for safety, compliance, cost and performance that fit within the context of the departments strategy</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>- Maintain effective communication with all team members</li> <li>- Effective deployment of staff including roster management and supporting of the team when required</li> <li>- Performance management of staff according to Position Descriptions, performance agreements and departmental performance indicators</li> <li>- Recruitment and selection of staff in conjunction with management</li> </ul>

## Key Requirements

Requirement	Essential	Desirable
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>- Formal qualification in supply chain at least at certificate IV level; or demonstrate significant relevant experience deemed suitable by the Manager Technical Operations</li> </ul>	<ul style="list-style-type: none"> <li>- Formal qualifications in supply chain management; or have an aviation management qualification at least at diploma level</li> <li>- Formal project management qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Minimum 7 years' experience in engineering/aircraft maintenance organisation for an airline that operates aircraft that are the same, or of a similar complexity as the aircraft operated by Virgin Australia</li> <li>- Minimum 5 years' experience in an Aviation Supply Chain role</li> <li>- Use of vendor portals</li> <li>- Importing and exporting regulations and requirements</li> <li>- Repair cycle experience</li> </ul>	<ul style="list-style-type: none"> <li>- Experience with TRAX and Oracle systems</li> <li>- Advanced ability with Microsoft Office applications including Outlook, Teams, Excel, Word and PowerPoint</li> <li>- Management or Supervisory experience in a similar field</li> <li>- Component Pooling experience</li> </ul>

Requirement	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Excellent verbal and written skills</li> <li>- Proven ability to lead and influence team members to desired outcomes</li> <li>- Proven ability to prioritize work requirements in an operationally fluid environment</li> <li>- Excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>- Proven ability to manage conflicts</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Knowledge of CASA, EASA and FAA airworthiness requirements in respect to component control</li> <li>- Comprehensive understanding of pooling and repair vendor contracts</li> <li>- Comprehensive knowledge of the CASR Part 42 Continuing Airworthiness Regulations</li> <li>- Knowledge of Safety Management Systems</li> </ul>	<ul style="list-style-type: none"> <li>- Comprehensive knowledge of Virgin Australia's Continuing Airworthiness Management Exposition, Engineering Business Procedures and associated Work Instructions</li> </ul>

# Virgin Australia Leadership Standards

Standard	Level 2 Behavioural Descriptors
<b>Passionately VA</b>	<ul style="list-style-type: none"> <li>- Initiates customer centric solutions</li> <li>- Supports initiatives to improve policies, processes and customer interactions</li> <li>- Seeks and identifies opportunities to surprise and delight both internal and external customers</li> <li>- Recognises ideas of all stakeholders and encourages innovative approaches</li> <li>- Expresses own point of view and challenges basic assumptions</li> <li>- By example, sets the direction for team members regarding safety performance and following procedures</li> </ul>
<b>Desire to be Better</b>	<ul style="list-style-type: none"> <li>- Takes into consideration the impact to customer experience when making decisions</li> <li>- Applies learning from previous experiences to improve future approaches and solutions</li> <li>- Seeks and provides feedback and opportunities to learn, valuing contribution of self and others</li> <li>- Identifies issues in existing systems and processes that may not be obvious to others</li> <li>- Challenges the status quo and offers progressive ideas and solutions</li> <li>- Actively seeks out risks to safety and resolves as a priority</li> </ul>
<b>Collaborates</b>	<ul style="list-style-type: none"> <li>- Promotes understanding of VA's purpose and strategy and how the team's work contributes to its achievement</li> <li>- Actively seeks opportunities to partner with others to achieve extraordinary outcomes</li> <li>- Builds trusting, cooperative partnerships, supporting others in challenging situations</li> <li>- Builds rapport and proactively strengthens connections with others</li> <li>- Embraces collaboration by connecting with others across different functions within VA</li> </ul>
<b>Inspires Team</b>	<ul style="list-style-type: none"> <li>- Encourages others to bring whole self to work and contribute freely to achieving our vision</li> <li>- Builds empathy and understanding of different people, integrating diverse perspectives into approaches and outcomes</li> <li>- Facilitates interactive discussions, actively listening and reaching agreement through flexibility and compromise</li> <li>- Promotes and encourages excellence, growth and autonomy in self and others</li> <li>- Shows personal accountability for achievement of job-specific outcomes</li> </ul>
<b>Creates Future</b>	<ul style="list-style-type: none"> <li>- Embraces change, seeing it as an opportunity to drive business improvement</li> <li>- Acts as a change advocate, sharing information and promoting change to others</li> <li>- Demonstrates persistence and perseverance in the face of obstacles</li> <li>- Considers whether short term goals support long term objectives and consequences</li> <li>- Displays and drives resilience and flexibility, remaining focused on achieving outcomes whilst remaining safe</li> </ul>
<b>Drives Results</b>	<ul style="list-style-type: none"> <li>- Recognises the implication of organisational issues, identifying potential impact on achievement of own results</li> <li>- Identifies the processes, tasks and resources required to achieve an outcome and plans accordingly</li> <li>- Communicates key objectives within own area to deliver results aligned to business strategy</li> <li>- Tailors messages for maximum impact</li> <li>- Uses data to drive continuous improvement to processes, outcomes and safety.</li> </ul>