

Material Requirements Planner (MRP)

Level	1D	Location	Brisbane Hangar
Department	Supply & Logistics	Division	Engineering
Group	Operations	Direct Reports	Nil
Reports to	Level 2 Supply Manager	Manager once removed (MOV)	Supply and Logistics Manager
Created	27/03/2017	Updated	27/03/2017

Goals

My Role:	<p>The Material Requirements Planner (MRP) is responsible for planning and co-ordinating the timely and cost effective supply of aeronautical material required to support aircraft maintenance.</p> <p>My role will review maintenance work packs including task cards, Fleet Engineering Support Requests (ESRs) and Commercial Agreements to...</p> <ul style="list-style-type: none"> a) identify and co-ordinate the timely and seamless supply of Operator supplied materials to Virgin Australia's vast network of global AMOs and MROs; b) identify, reduce / eliminate Supply Chain risks that could negatively impact on return to service dates or maintenance deferrals; c) identify and develop corrective action plans to eliminate unnecessary work and expenditure; d) identify and implement cost reduction initiatives; e) from time to time provide "in check" Vendor performance and inventory management support and solutions. <p>You will have the knowledge, personality and communication skills to gain credibility to influence internal stakeholders such as Maintenance Planning, Fleet Engineers, Contract Managers, Transactional Supply Chain Team members, Technical Records Team Members and Third Party Providers and contractors such as Approved Maintenance Organisations, Maintenance Repair Organisations and 3PL Providers.</p>
My Department:	<p>The Supply and Logistics team is responsible for managing Virgin Australia aircraft spares and related equipment for Aircraft Engineering requirements to support company on-time performance (OTP). This is achieved by:</p> <ul style="list-style-type: none"> • Ensuring an optimum range and depth of Rotable, Expendable and Consumable spares to meet all Engineering and Maintenance requirements; • Implementing spares positioning strategies to minimise delays and transportation costs; • Engaging external vendors, suppliers and other parties with formal contracts and/or Service Level Agreements to optimise material availability and drive lower supply chain costs; and • Building key relationships and monitoring effectiveness of external vendors, suppliers and other parties.

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.

4. To be Australia's favourite Airline by 2017

Expertise

	Must have	Great to have
Knowledge / Qualifications	<p>Knowledge of modern Supply Chain principles.</p> <p>Knowledge of Aircraft Maintenance Planning principles.</p>	<p>Formal qualifications in Supply Chain Management or related discipline.</p> <p>Knowledge of CASA, EASA and FAA airworthiness requirements, particularly in regard to receipt inspection.</p> <p>Technical Records knowledge.</p> <p>Fleet Engineering responsibilities and duties</p>
Skills / Personal Attributes	<p>Intermediate MS Excel, Word and Project</p> <p>Strong communication</p> <p>Strong organisational skills</p> <p>High attention to detail</p> <p>Excellent problem solving and investigative skills.</p> <p>Demonstrated initiative and resourcefulness</p> <p>Strong customer focus</p> <p>Self driven</p> <p>Results orientated</p> <p>Ability to influence others</p> <p>Ability to breakdown complex problems</p> <p>Demonstrate a high level of self control</p>	<p>Intermediate Microsoft Office skills</p>

	Must have	Great to have
	Thirst for continuous improvement	
Experience	<p>Demonstrated experience in at least three (3) Supply Chain disciplines that required the above mentioned skills (E.g Warehousing, Repair Cycle, Purchasing, Inventory Planning, Inventory Optimisation, Material Requirements Planning, Freight Management, Contract Management, Vendor Performance Management, Procurement or AOG desk experience)</p> <p>Super User level experience with Trax software system.</p> <p>Experience in an Engineering and Maintaining Planning environments.</p> <p>Managing Projects</p> <p>Virgin Australia Engineering and Supply Chain processes.</p> <p>Superior aeronautical product awareness</p>	<p>Demonstrated experience in a similar role in the aviation industry.</p> <p>Experience with other computerised maintenance management system</p>

Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Safety	<p>Compliance with published policy and procedures</p> <p>Compliance with principles of Airworthiness</p>	Zero examples of breach of policy or procedures
2. Customer Liaison	Ensure all customers are updated by maintaining system records and communicating time critical information in a timely manner	Customer feedback
3. Eliminate planned maintenance work order deferrals due to material shortages	Ensure the time supply of Operator supplied parts to AMOs and MROs to support planned maintenance activities.	No planned maintenance work orders deferrals due to Nil stock events.
4. Eliminating negative OTP impacts due to planned material shortages	Ensure the time supply of Operator supplied parts to AMOs and MROs to support planned maintenance activities.	No OTP delays due to Nil stock events.

Accountability		Major activities	Performance Indicators
5.	Transactional Processing	Minimal time to process material demands	Minimal average time to action requisitions, create orders and receipt orders.
6.	Vendor/MRO Performance and Compliance	Ensure material is procured or repaired and delivered IAW contractual and regulatory requirements including seeking Warranty and Guarantee remedies	Minimal rejections, invoice variances and overdue orders
7.	Continual Improvement	Seek process improvement opportunities to improve business performance	Implementation of improved processes

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	All Virgin Australia Group stakeholders
External	Vendors, Maintenance Providers and Freight Forwarders

Major Challenges

Understanding TRAX and existing processes and interdependencies. Understanding current contracts and concepts. Ability to manage stakeholders in a challenging environment.

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]