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|  | **WESTERN AUSTRALIA POLICE**  **POSITION DESCRIPTION** |

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| **POSITION DETAILS** | **Position Description Number:**  216711 |
| **Position Title:**  Aviation Manager | **Rank/Level/Band** |
| **Region/Portfolio/Directorate:**  Specialist and Support Services | **Award/Agreement:**  Common Law Contract |
| **District/Branch:**  Counter Terrorism & Emergency Response | **Location/Suburb:**  Jandakot |
| **Sub-district/Section:**  Police Air Wing | **Registered Copy Date:**  April 2016 |
| **Working Conditions/Special Allowances:**  Normally day shift, Monday to Friday, however, the position may be required to work outside normal hours for operational reasons. | |

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| **POSITION OBJECTIVE**  This position plays a senior leadership role in supporting the Commissioner of Police in the performance of their CEO ‘key personnel’ responsibilities associated with maintaining the Air Operators’ Certificates (fixed wing and rotary operations) and Certificate of Approval (maintenance). This position is responsible for leadership of aviation operations, maintenance and safety, and is a key stakeholder in the procurement activities of Police Air Wing. |

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**REPORTING RELATIONSHIPS**

**THIS POSITION** REPORTS TO:

Title: Rank/Level/Band:

Commissioner of Police

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**THIS POSITION**

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POSITIONS REPORTING TO **THIS POSITION**:

Title: Rank/Level/Band:

Chief Pilot (Fixed Wing) Senior Sergeant (Brevet)

Chief Pilot (Rotary Wing) Common Law Contract

Chief Engineer Common Law Contract

Aviation Safety and Quality Manager Level 6

**Total number of positions under control:** 14

**Direct:** 4 **Indirect:** 10

**Budget Managed:**  Approximately $1,150,000

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**ORGANISATIONAL VALUES**

MISSION

To enhance the quality of life and well-being of all people in Western Australia by contributing to making our State a safe and secure place.

VALUES

The foundation of our values and service philosophy are six non-negotiable principles of conduct, behaviour and practices that are expected of everyone in the Western Australia Police (WA Police). These are honesty, empathy, respect, openness, fairness and accountability.

**The Western Australia Police promote a workplace that is discrimination free, is fair and equitable, values diversity and provides for a safe and healthy working environment.  In accordance with the organisation’s professional standards and Code of Conduct the Agency advocates a high level of ethics and integrity by all employees.**

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**Role of WORK Unit**

The Police Air Wing is situated at Jandakot Airport where the Operations Centre is based. A sub-unit of the Air Wing is based at Karratha Airport where air capabilities are provided to the Pilbara and Kimberley Police Districts. The Unit operates various aircraft based at Jandakot and Karratha. These aircraft are utilised to provide services to frontline officers in the areas of crime, traffic, operational support, emergency management to WA Police, other government agencies as directed and the community of Western Australia.

**KEY RELATIONSHIPS**

This position reports to the Commissioner of Police to provide high level support in maintaining the Air Operator’s Certificates (fixed wing and rotary wing) and Certificate of Approval (maintenance organisation). For all other purposes, including operational matters and leave management, the position reports to the Superintendent (Officer in Charge). In consultation with the Divisional Superintendent, the position will also liaise with contacts in other Portfolios and a range of operational police regarding the use of all Police Air Wing aircraft. The position manages and liaises regularly with the Chief Pilot (Rotary Wing), Chief Pilot (Fixed Wing), Chief Engineer and Aviation Safety and Quality Manager.

Externally, the position liaises with the Civil Aviation Safety Authority (CASA), aircraft maintenance and equipment organisations, the Federal Airports Corporation, Jandakot Airport Holdings Limited, aircraft training organisations, private airline companies, various government departments including Australian Federal Police and emergency capability organisations, and other organisations as required.

**Decision making role**

The position plays a key leadership role in maintaining the Air Operators’ Certificates (rotary and fixed wing operations) and Certificate of Approval (maintenance), as defined in Section 28 of the *Civil Aviation Act 1988* and the *Civil Aviation Safety Regulations 1998*.

Any significant matters regarding aviation operations which require resolution should be addressed in consultation with the divisional/portfolio head and/or the Commissioner of Police.

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| **ACCOUNTABILITIES/DUTIES** | Freq | % |
| AVIATION MANAGEMENT  1. Provides strategic leadership and vision for air operations at WA Police Air Wing. 2. Develops and fosters safe and effective aviation operations in accordance with WA Police strategic objectives and business plans. 3. Monitors and maintains an appropriate level of dispatch reliability to ensure efficiency of aerial policing operations. 4. In partnership with the Chief Pilots, provides oversight of training and checking functions. 5. Provides technical and legislative advice to the Divisional Superintendent and ensures aerial operations are conducted in accordance with relevant aviation legislation, and CASA regulatory requirements. 6. Ensures personnel are compliant with and maintain operational standards in accordance with Aviation Regulations/Orders and WA Police operations manuals through the regular appraisal and development of subordinate staff. 7. Supports the Superintendent, Police Air Wing, to manage the aviation financial resources in accordance with legislation and policy. Manages forecasted requirements of the aviation and engineering groups.   `   1. Oversees regular audits of personnel, facilities, assets and equipment to assess and ensure their suitability for effective and efficient use in accordance with WA Police practices, policies and procedures and CASA requirements. 2. Provides subject matter expertise and advice on the procurement of aircraft and aviation equipment. 3. Oversees and contributes to the WA Police Air Wing Safety Management System and provides direction and support in achieving sound safety outcomes and a strong safety culture. 4. In conjunction with the Safety Manager and Chief Pilots, ensures compliance with any Fatigue Risk Management System and relevant Aviation legislation pertaining to fatigue management and flight and duty time restrictions. 5. Manages ‘key personnel’ in aviation and engineering with the development of manuals, policies, and procedures based on industry practices. 6. Represents the WA Police at professional aviation forums. 7. Leads and manages major capital projects, business case submissions, warranty agreements and maintenance contracts. 8. Implements and manages ongoing Risk Assessment and Management strategies. 9. Maintains a contemporary knowledge of the aviation industry and aviation management principles.   **2 OTHER**   1. Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably. 2. Undertakes other duties as directed. | D  D  D  D  D  D  D  R  O  D  D  R  O  R  R  R  D  O | 95  5 |
| *FREQUENCY: D = Daily, W = Weekly, R = Regularly, O = Occasionally, A = Annually* |  |  |

**WORK RELATED REQUIREMENTS**

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| **SPECIALIST PRE-REQUISITE(S)** |
| It is a requirement that the position holder is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position. |

***ABLE TO DEMONSTRATE:***

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| **Essential WORK RELATED REQUIREMENTS** | **Context within which work related requirements will be applied and/or general standard expected.** |
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| 1. Extensive management experience in a commercial or emergency services aviation organisation. | Demonstrated extensive experience in a leadership role in a commercial or emergency services aviation organisation operating multiple fixed and/or rotary wing aircraft. Managing a training and checking operations and ensuring the safe and efficient operation of aircraft. |
| 1. Extensive knowledge of Australian Civil Aviation Regulations and Orders. | In-depth knowledge and application of Australian aviation legislation, regulations and contemporary safety management principles. Designing safety management systems and/ or procedures to maintain compliance with orders and regulations when operating aircraft. |
| 1. Leadership skills. | Leading and supervising the activities of subordinate staff in an aviation environment. Providing strategic direction to staff. |
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| 1. Communication (written and verbal) and Interpersonal skills. | Nurtures internal and external relationships. Listens, understands and adapts to audience. Facilitates cooperation to address issues pertaining to safety, maintenance, training and development. Negotiates persuasively. Presenting complex concepts and reporting to senior management and Portfolio clients. |
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| 1. Budget and resource management skills. | Managing and monitoring financial resources in an aviation environment, including procurement, preparation of budgetary/business case submissions, operational and maintenance costs, and financial reporting/forecasting. Undertaking evidence based planning to forecast future resource requirements. Budget management and meeting budget allocation expectations. |
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| 1. Analytical and critical thinking skills for problem solving. | Critically assesses and monitors external and internal factors to maintain safe aviation operations that meet corporate and government objectives. Anticipates and manages change strategically. |
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| **DESIRABLE WORK RELATED REQUIREMENTS** |  |
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| Formal aviation qualifications. |  |
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**CERTIFICATION**

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the WA Police requirements of the position.

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| **Certified By:** | Name and Signature | **Date** |
| **Workforce Consultant** | Brooke Luxton  Strategic HR Branch | April 2016 |
| **Division Head** | Karl O’Callaghan  Commissioner of Police | April 2016 |

OFFICE USE ONLY

Classification Review Date: January 2016