



# CHIEF PILOT (ROTARY WING)

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Specialist and Support Services

**District / Branch:**

Counter Terrorism & Emergency Response

**Work Unit:**

Police Air Wing

**Position Description Number:**

210879

**Rank / Level / Band:**

Common Law Contract

**Position Category:**

Choose an item.

### Employment Conditions

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Industrial Agreement/Award: Common Law Contract

Work Pattern: Shift work: As per relevant industrial agreement

Location: Jandakot Airport

### Position Objective

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As a senior leader of Police Air Wing, the position ensures the safe operation of the rotary wing aircraft, and holds the "Key Personnel" position of Chief Pilot (Rotary Wing) in accordance with Civil Aviation Safety Authority (CASA) legislative requirements. The Chief Pilot works closely with the Aviation Manager and Officer In Charge (OIC) as a member of the executive team to ensure a cohesive and team oriented approach to the operations of the PAW.

### Role of Work Unit

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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 services 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 specialist services to Frontline officers, search and rescue services, crime, traffic operational and support, emergency and management services.

### Reporting Relationships

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This position reports to:

- Aviation Manager

Direct reports to this position include:

- Deputy Chief Pilot (Rotary Wing) (1),
- Line Pilot (Rotary Wing) (3),

Total number of positions under control: 4

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## Key Accountabilities

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### 1 CHIEF PILOT

- 1.1 Has control of all flight crew training and operational matters affecting the safety of the rotary wing flying operations of the PAW.
- 1.2 Ensuring that the air operations are conducted in compliance with the Civil Aviation Act, Civil Aviation Regulations 1988 (CARs), Civil Aviation Safety Regulations (CASRs) 1998 and the Civil Aviation Orders (CAOs).
- 1.3 Arranging crew rosters.
- 1.4 Maintaining a record of licences, ratings, and route qualifications held by each flight crew member.
- 1.5 Maintaining a system to record flight crew duty and flight times to ensure compliance with duty and flight time limitations, in accordance with CAO Part 48.
- 1.6 Ensuring compliance with loading procedures specified for each aircraft type used by the PAW and proper compilation of loading documents, including passenger and cargo manifests.
- 1.7 Monitoring operational standards, maintaining training records and supervising the training and checking of flight crew.
- 1.8 Conducting proficiency tests in the execution of emergency procedures and issuing certificates of proficiency as required by section 20.11 of the CAOs.
- 1.9 Training flight crew in the acceptance and handling of dangerous goods (as required by the CARs or the CAOs).
- 1.10 Maintaining a complete and up-to-date reference library of operational documents as required by CASA for the class of operations conducted.
- 1.11 Allocating appropriate aircraft.
- 1.12 As a member of the PAW leadership team, adheres to WA Police values, promotes a high performance culture and leads by example.
- 1.13 Contributes to the efficient and effective management of the PAW by attending to administrative and operational matters as they arise.
- 1.14 Provides advice to the Aviation Manager and OIC with regard to the most effective deployment of rotary wing resources, ensuring duties are performed efficiently and effectively by personnel through the appropriate delegation of tasks.
- 1.15 Provides advice to the Aviation Manager with regard to amendments to the PAW Operations Manual (Rotary).
- 1.16 Conducts performance reviews of rotary wing pilots in accordance with WA Police Policy.

### 2. ROTARY WING PILOT

- 2.1 Pilots the PAW rotary aircraft safely whilst complying with all relevant documentation, including the Civil Aviation Safety Authority (CASA) regulatory requirements and Police Air Wing Operations Manual.
- 2.2 Participates in reviews relating to the continuous improvement of the Air Wing rotary wing Operations Manual and Safety Management System.

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- 2.3 Conducts daily inspections on the helicopter as required (when engineer not available), including fuel quality checks on the helicopter and storage facility.
- 2.4 Complies with loading procedures specified for the helicopter type and proper compilation of loading documents including passenger and cargo manifests.
- 2.5 Records duty and flight times to ensure compliance with duty and flight time limitations, in accordance with the Fatigue Management System (FMS).
- 2.6 Liaises with the OIC, Aviation Manager, Aviation Safety and Quality Manager, Training and Checking personnel, Operations Manager, Tactical Flight Officers and Engineering personnel on any matters affecting the operation of the Police Air Wing.
- 2.7 Liaises with police personnel throughout the State.
- 2.8 Engages with external contacts including CASA, Airservices Australia, Australian Maritime Safety Authority (AMSA), refuelling agents, other pilots and Emergency Services personnel.
- 1. **OTHER**
  - 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
  - 3.2 Undertakes other duties as directed.

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## **Specialist Prerequisite(s)**

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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.

It is a requirement of the position that applicants undertake a psychological and flight assessment to determine their suitability for this position.

It is a requirement that the position holder is successful in obtaining and maintaining CASA approval as the Chief Pilot 'key personnel' role, in accordance with CASA regulatory requirements.

Job holder maintains skills and qualifications relevant to the position in accordance with CASA regulatory requirements and PAW Operations Manual.

Possession of an Australian Airline Transport Pilot Licence (helicopter)

Holder of a Night Vision Imaging Systems Rating (NVIS) (Civil or military).

Current Australian Class 1 Aviation Medical.

## **Work Related Requirements**

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### **Essential**

<b>Essential</b>		<b>Context in which work related requirements will be applied and or general standard expected.</b>
1	Minimum 12 months experience in commercial operations	A Chief Pilot must, unless CASA otherwise approves in writing, hold at least the minimum qualifications set out in Civil Aviation Order 82.0
2	Holder of an Instrument Rating (Helicopter). Completed at least 3 Command Instrument Rating Proficiency Checks (IPC) or military equivalent	Preferably Australian Instrument Rating, but consideration given to foreign Instrument Ratings.
3	2000 hours total helicopter experience of which 1000 hours must be Pilot in Command (PIC) and 500 hours must be as PIC of a twin engine helicopter.	Proficient Twin Engine helicopter pilot.
4	Holder of a Grade 1 or Grade 2 Flight Instructor Rating (Helicopter)	Conducts flight training activities in accordance with the company Operations Manual and CASA legislation
5	Holder of a Flight Examiner Rating (or equivalent CASR 61.040 approval) or be eligible to obtain.	Conducts Flight Tests for the issue of a Rating or Proficiency Checks in accordance with the company Operations Manual and CASA legislation.
6	Knowledge of the Australian Civil Aviation Regulations and Orders	Ensuring the safety and efficient operation of the rotary wing aircraft and any passengers. Contributing to and compliance with current procedures, orders and regulations when operating the aircraft
7	Contemporary Aviation Safety Management system/s	Providing leadership across the unit in regards to Safety. Promoting a 'Just' culture environment through actions and communication. Investigating and reporting on incidents.
8	Communication skills.	Communicating (both verbally and in writing) with internal and external customers on a range of issues. Generating participation and involvement of others. Working in a team environment. Negotiating. Dealing with conflict. Displaying sensitivity

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- 9 Leadership Demonstrated leadership experience in either a commercial, military, or para-military operations environment. Leading by example. Generating participation and involvement of others as part of a high performance culture.

**Desirable**

- 10. Holder of a Type Rating specific to rotary aircraft currently operated by WA Police.
- 11. Holder of a Low Level Rating (LL)
- 12. Holder of a Winch/Rappel Endorsement (LL-WR).

**Capability Framework**

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

**Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Personnel Services: Workforce Design and Consultancy	Debbie Van Hamersveld	31/01/2018
District / Branch Head	Superintendent John Leembruggen	31/01/2018