



# Aviation Manager

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Specialist and Support Services

**Position Description Number:**

216711

**District / Branch:**

Counter Terrorism & Emergency Response

**Rank / Level / Band:****Work Unit:**

Police Air Wing

**Position Category:**

Choose an item.

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**Employment Conditions**

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Industrial Agreement/Award: Common Law Contract

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Jandakot

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**Position Objective**

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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, rotary wing and Remotely Piloted Aircraft Systems 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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**Role of Work Unit**

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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.

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**Reporting Relationships**

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This position reports to:

- Commissioner of Police (for all risk matters associated with maintaining the Air Operators' Certificates)
- Divisional Superintendent (for day-to-day activities within the Branch)

Direct reports to this position include:

- 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
- Head of Airworthiness & Maintenance Control, Level 6

Total number of positions under control: 15 (10 Indirect)

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## Key Accountabilities

### 1. Aviation Management

- 1.1 Provides a key leadership role in maintaining the Air Operators' Certificates (fixed wing, rotary wing and Remotely Piloted Aircraft Systems operations) and Certificate of Approval (maintenance), as defined in Section 28 of the *Civil Aviation Act 1988* and the *Civil Aviation Safety Regulations 1998*.
- 1.2 Provides strategic leadership and vision for air operations at WA Police Air Wing.
- 1.3 Develops and fosters safe and effective aviation operations in accordance with WA Police strategic objectives and business plans.
- 1.4 Monitors and maintains an appropriate level of dispatch reliability to ensure efficiency of aerial policing operations.
- 1.5 In partnership with the Chief Pilots, provides oversight of training and checking functions.
- 1.6 Provides technical and legislative advice to the Divisional Superintendent and ensures aerial operations are conducted in accordance with relevant aviation legislation, and the Civil Aviation Safety Authority (CASA), regulatory requirements.
- 1.7 Manages and liaises regularly with the Chief Pilot (Rotary Wing), Chief Pilot (Fixed Wing), Chief Pilot Remotely Piloted Aircraft Systems, Chief Engineer, Aviation Safety and Quality Manager and Head of Airworthiness and Maintenance Control.
- 1.8 In consultation with the Commissioner of Police and Divisional Superintendent, addresses any significant matters regarding aviation operations which require resolution.
- 1.9 Develops and maintains effective relationships with CASA, aircraft maintenance and equipment organisations, the Federal Airports Corporation, Jandakot Airport Holdings Limited, aircraft training organisations and private airline companies.
- 1.10 Liaises with various government departments including Australian Federal Police and emergency capability organisations, and other organisations as required.
- 1.11 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.
- 1.12 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.
- 1.13 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.
- 1.14 Provides subject matter expertise and advice on the procurement of aircraft and aviation equipment.
- 1.15 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.
- 1.16 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.
- 1.17 Manages 'key personnel' in aviation and engineering with the development of manuals, policies, and procedures based on industry practices.
- 1.18 Represents the WA Police at professional aviation forums.
- 1.19 Leads and manages major capital projects, business case submissions, warranty agreements and maintenance contracts.
- 1.20 Implements and manages ongoing Risk Assessment and Management strategies.
- 1.21 Maintains a contemporary knowledge of the aviation industry and aviation management principles.

### 2. Other

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Undertakes other duties as directed.

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## Specialist Prerequisite(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.

## Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Management	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.
Regulations	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.
Leadership	Leading and supervising the activities of subordinate staff in an aviation environment. Providing strategic direction to staff.
Communication	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.
Resource management	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.
Analytical and conceptual	Critically assesses and monitors external and internal factors to maintain safe aviation operations that meet corporate and government objectives. Anticipates and manages change strategically.
Desirable	
Formal aviation qualifications	

## Capability Framework

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

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

Position	Name	Date
Senior Workforce Consultant, Workforce Design & Consultancy	Louise Middleton	May 2018
Commissioner of Police	Chris Dawson	May 2018

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