



Pilot (Fixed Wing)

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Specialist and Support Services

District / Branch:

Counter Terrorism and Emergency Response

Work Unit:

Police Air Wing

Position Description Number:

Generic 560

Rank / Level / Band:

Common Law Contract

Employment Conditions

Industrial Agreement/Award: Common Law Contract

Work Pattern: Shift work.

Location: Jandakot and Karratha Airports

Position Objective

Ensures the safe and efficient operation of all fixed wing aircraft operated at the Police Air Wing (PAW) by piloting aircraft in accordance with all relevant procedures, regulations and legislation. Actively and openly participates in the PAW Safety Management System (SMS), promoting and fostering an open and just safety culture.

Role of Work Unit

PAW is situated at Jandakot Airport where the Operations Centre is based. A sub unit of PAW is based at Karratha Airport, where air services are provided to Regional Western Australia (WA).

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

This position reports to:

- Chief Pilot (Fixed Wing), Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control:

- Nil

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Key Accountabilities

1 Pilot Duties (60%)

- 2.1 Pilots aircraft in compliance with CASA legislation and the PAW Fixed Wing Operations Manual, operating with total autonomy regarding the safe conduct of the flight.
- 2.2 Reports to the Chief Pilot and Deputy Chief Pilot (Fixed Wing), Aviation Manager and Officer in Charge on any matters concerning Fixed Wing operations at Air Wing.
- 2.3 Maintains responsibility for the completion of all pre-flight and post-flight duty and flight administration in accordance with CASA and PAW procedures.
- 2.4 Working knowledge of CAO 48.1 and Company Fatigue Management System (FMS) rules, and the ability to apply the rules to flight operations to ensure there are no breaches.
- 2.5 Establishes and maintains professional working relationships with key personnel and service providers both internal and external to the WA Police Force.
- 2.6 Maintains responsibility for the safety of crew and passengers on all Fixed Wing aircraft.
- 2.7 Manages all aspects of the planning process for all flight operations in Fixed Wing aircraft including flight scheduling, route and fuel planning, deployment logistics and maintenance release management for predictive servicing.
- 2.8 Participates in the Company CAR 217 Training and Checking system, successfully passing all technical and non-technical assessments and proficiency checks. Maintains a current Instrument Rating by passing Instrument Proficiency checks, as required.

2 Aviation Support (35%)

- 2.1 Undertakes tasks associated with maintaining and developing relevant manuals, forms and administration as direct by the Chief Pilot and/or their delegate.
- 2.2 Participates in maintenance of aircraft and/or facilities as required.
- 2.3 Undertakes research as directed toward the development and advancement of the Fixed Wing operation.
- 2.4 Develops and maintains positive relationships with external service providers/suppliers as required.

3 Other (5%)

- 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)

- It is a requirement that the position holder is:
 - An Australian Citizen prior to the completion of the selection process;
 - Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position.
- The position holder will be regularly examined for pilot and safety competence in accordance with CASA regulatory requirements and the Company CAR 217 Training and Checking System.
- Holder of an Australian Commercial Pilot Licence (Aeroplane) issued pursuant to CASR Part 61.
- Holder of an Instrument Rating (Aeroplane) issued pursuant to CASR Part 61.
- Holder of a Night VFR Rating (Aeroplane) and experience as per essential criteria.
- Experience in operating Pilatus PC-12 aircraft as per essential criteria below.
- It is a requirement the position holder must hold and maintain a current Australian Class 1 Aviation Medical.
- It is a requirement of this position that applicants undertake a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments, as required.

Work Related Requirements

Specialist Essential

Context in which work related requirements will be applied and or general standard expected.

Experience – Flight hours

Minimum 2000 hours as Pilot in Command of a fixed wing aircraft including a minimum of 500 hours as a Pilot in Command of Pilatus PC-12 aircraft. Production and scrutiny of log books will be required.

Aeroplane Instrument Rating

Holds a current valid Instrument Rating issued by the Civil Aviation Safety Authority of Australia, with a minimum of three (3) successful Instrument Proficiency checks as Pilot in Command of fixed wing aircraft.

150 hours of actual instrument flying time as Pilot in Command of fixed wing aircraft.

Night VFR Rating

Night VFR Rating with at least 200 hours as Pilot in Command of fixed wing aircraft at night.

Working knowledge of relevant Legislation, regulations and orders

Civil Aviation Safety Regulations, Civil Aviation Regulations, AIP and Civil Aviation Orders and ability to understand and implement CAO 48.1. Ability to implement alternate requirements for Instrument Flight Rules for both day and night operations.

Flight test with examiners

Ability to successfully complete flight tests in accordance with the Civil Aviation Safety Regulations, Part 61 and Part 61 Manual of Standards.

Specialist Desirable

Possession of an Australian Air Transport Pilot Licence

Air Transport Pilot licence as issued by CASA.

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Certification

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

Position Title and Work Unit	Name	Date
Workforce Officer Organisational Design & Analysis	Paul Walling	
Aviation Manager Police Air Wing	John Raphael	24/08/2021
Divisional Officer Police Air Wing	Superintendent Garry Cunningham	24/08/2021