



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:

201879

Rank / Level / Band:

Common Law Contract

Employment Conditions

Industrial Agreement/Award: Common Law Contract

Work Pattern: Shift work: As per relevant industrial agreement

Location: Jandakot Airport

Position Objective

As a senior leader of Police Air Wing (PAW), the position ensures the safe operation of the rotary wing aircraft, and holds the "Key Personnel" position of Chief Pilot/Head of Operations (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

Police Air Wing (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.

PAW operates various aircraft, utilised to provide specialist support services to frontline officers, state crime investigations, state traffic operations, state intelligence gathering, emergency management situations, and search & rescue incidents.

Reporting Relationships

This position reports to:

- Aviation Manager

Direct reports to this position include:

- Deputy Chief Pilot (Rotary Wing)
- Line Pilot (Rotary Wing) x 3

Total number of positions under control: 4

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Key Accountabilities

1 Chief Pilot (70%)

- 1.1 Controls all flight crew training and operational matters affecting the safety of the rotary wing flying operations of the PAW.
- 1.2 Ensures 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) and the Police Air Wing Rotary Operations Manual.
- 1.3 Ensures duties, responsibilities and experience levels are as per current PAW Rotary Operations Manual.
- 1.4 Arranges crew rosters.
- 1.5 Maintains a record of licences, ratings, and qualifications held by each flight crew member.
- 1.6 Maintains 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 and Rotary Fatigue Management System.
- 1.7 Ensures compliance with loading procedures specified for each aircraft type used by the PAW and proper compilation of loading documents, including passenger and cargo manifests.
- 1.8 Monitors operational standards, maintains training records and supervises the training and checking of flight crew.
- 1.9 Conducts proficiency tests in the execution of General Emergency Training and Competency procedures and issuing certificates of proficiency as required by CASR Part 138.
- 1.10 Trains flight crew in the acceptance and handling of dangerous goods (as required by the CARs, CASR or the CAOs).
- 1.11 Maintains a complete and up-to-date reference library of operational documents as required by CASA for the class of operations conducted.
- 1.12 Adheres to WA Police values, promotes a high performance culture and leads by example, as a member of the PAW leadership team,
- 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, Operations 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 Maintains and updates the PAW Rotary Operations Manual and Exposition, and where appropriate provides advice to the Aviation Manager with regard to such amendments.
- 1.16 Conducts performance reviews of rotary wing pilots in accordance with Western Australia Police Force Policy.
- 1.17 Provides expert advice to the Aviation Manager, OIC and Project Teams with reference to procurement of aircraft and specialist equipment, and where appropriate participates as a member of various Project Teams.

2. Rotary Wing Pilot (25%)

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

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 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 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.
- It is a requirement of the position that applicants undertake a psychological assessment and may be required to undergo a 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, for WA Police Force Rotary Wing Operations 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 a CASA Part 61 Commercial Pilot Licence (Helicopter)
- Holder of a Night Vision Imaging Systems Rating (NVIS) (Civil or military).
- Current Australian Class 1 Aviation Medical.

Work Related Requirements

Essential

Minimum 12 months experience in commercial operations

Holder of a Multi Engine Instrument Rating (Helicopter). Completed at least 3 Instrument Rating Proficiency Checks (IPC) or military equivalent

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

Holder of a CASA Part 61 Commercial Pilot Licence (Helicopter)

Knowledge of the Australian Civil Aviation Regulations, Civil Aviation Safety Regulations, Civil Aviation Orders and the Civil Aviation Act

Contemporary Aviation Safety Management system/s

Communication skills

Leadership experience

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

A Chief Pilot must, unless CASA otherwise approves in writing, hold at least the minimum qualifications set out in Civil Aviation Order 82.0 or CASR Part 138

Preferably Australian Instrument Rating, but consideration given to foreign Instrument Ratings.

Proficient Twin Engine helicopter pilot.

Conducts flights in accordance with the company Operations Manual and CASA legislation

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

Providing leadership across the unit in regards to Safety. Promoting a 'Just' culture environment through actions and communication. Investigating and reporting on incidents.

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

Leading 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.

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Desirable

- Holder of a Type Rating specific to rotary aircraft currently operated by Western Australia Police Force
- Holder of a Low Level Rating (LL)
- Holder of a Winch/Rappel Endorsement (LL-WR)
- Holder of a CASA Part 61 Airline Transport Pilot Licence (Helicopter)
- Holder of a Helicopter Formation Endorsement (FFH)
- Hold or has held a CASA Flight Instructor Rating (Helicopter) or military equivalent
- Hold or has held a Flight Examiner Rating (or equivalent CASR 61.040 approval)

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
Snr Organisational Design Consultant, Org Design and Analysis	Martine Dimond	13 July 2022
Divisional Officer, Superintendent	Garry Cunningham	15 July 2022