



Pilot (Fixed Wing)

POSITION DESCRIPTION FORM

Region / Portfolio:

Specialist and Support Services

Directorate / Command / District / Division:

Counter Terrorism and Emergency Response

Work Unit:

Police Air Wing
Aviation Operations

Position Description Number:

Generic 560

Level:

Common Law Contract

Employment Conditions

Industrial Agreement/Award: Common Law Contract

Work Pattern: Shift work: As per relevant industrial agreement

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 (RWA).

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)

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Pilot (Fixed Wing)	Level: Common Law Contract	Position Number: Generic 560
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Key Accountabilities

1 Pilot Duties (60%)

- 1.1 Pilots aircraft in compliance with Civil Aviation Safety Authority (CASA) legislation and the PAW Fixed Wing Operations Manual.
- 1.2 Reports to the Chief Pilot, Aviation Manager and Officer in Charge on any matters concerning Fixed Wing operations.
- 1.3 Maintains responsibility for the completion of all pre-flight and post-flight duty and flight administration in accordance with CASA and PAW procedures.
- 1.4 Maintains working knowledge of Civil Aviation Order (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.
- 1.5 Establishes and maintains professional working relationships with key personnel and service providers both internal and external to the Western Australia Police Force.
- 1.6 Maintains responsibility for the safety of crew and passengers on all Fixed Wing aircraft.
- 1.7 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.
- 1.8 Participates in the Company Civil Aviation Safety Regulations (CASR) Part 135 Training and Checking system, successfully passing all technical, non-technical assessments and proficiency checks.
- 1.9 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 directed by the Chief Pilot and/or their delegate.
- 2.2 Contributes to general upkeep and cleaning of aircraft and 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 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.

Position Title: Pilot (Fixed Wing)	Level: Common Law Contract	Position Number: Generic 560
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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.
- 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).
- Experience in operating turbine powered aircraft or Multi Engine fixed wing aircraft.
- 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

Essential

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

Experience – Flight hours

2000 hours as Pilot in Command of a fixed wing aircraft including a minimum of 500 hours as a Pilot in Command of a fixed wing turbine powered or Multi Engine fixed wing aircraft. Production and scrutiny of log books will be required.

Aeroplane Instrument Rating

Holds a current valid Instrument Rating issued by CASA, with a minimum of three (3) successful Instrument Proficiency checks as Pilot in Command of fixed wing aircraft. 100 hours of actual instrument flying time as Pilot in Command of fixed wing aircraft.

Night VFR Rating

Night VFR Rating with 100 hours as Pilot in Command of fixed wing aircraft at night.

Working knowledge of relevant legislation, regulations and orders

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

Tests of competency

Passing Company Operator Proficiency Checks and Instrument Proficiency Checks in accordance with the Civil Aviation Safety Regulations.

Knowledge of CASA technical and non-technical skills

Applying CASA technical and non-technical skills, positive human factors outcomes, and demonstrating safety competency in accordance with CASA regulatory requirements.

Desirable

Experience flying Pilatus aircraft as operated by the WA Police Air Wing

Production of log books identifying type training and previous experience flying Pilatus PC12 or Pilatus PC24 aircraft in a professional environment.

Possession of a CASA Flight Instructor Rating

Ability to conduct flight instruction and progression through the organisation as a Check Pilot.

Position Title: Pilot (Fixed Wing)	Level: Common Law Contract	Position Number: Generic 560
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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.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	01/05/2025
A/Divisional Superintendent Police Air Wing	Pete Davies	01/05/2025
Aviation Manager Police Air Wing	John Raphael	01/05/2022