

Role Description

Line Pilot – Rotary Wing



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| Cluster | Stronger Communities |
| Agency | NSW Police Force |
| Command/Business Unit | Police Transport & Public Safety Command, Aviation Command |
| Location | Bankstown Aerodrome |
| Classification/Grade/Band | Line Pilot (Special Constable) |
| ANZSCO Code | 231114 |
| PCAT Code | 1122192 |
| NSWPF Role Number | RD 372 |
| Date of Approval | 06/04/2018 |
| Agency Website | www.police.nsw.gov.au |

Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The position of Rotary Line Pilot is to undertake the responsibility of flying single pilot, multi-engine helicopters under the Instrument Flight Rules (IFR) in a safe and professional manner to support all operations of the Aviation Command and NSWPF objectives.

Key accountabilities

- Undertake and be responsible for flying operations as directed and in compliance with all Civil Aviation Legislation and the Aviation Commands Operations Manual (Exposition)
- Maintain personal qualifications and 'essential requirements' as outlined in this document.
- Maintain accurate aircraft and pilot records to ensure legal compliance and safety of operations.
- Utilise effective written and oral communication skills to contribute to the development, implementation and review of the Aviation Command plans, processes, systems, procedures, and manuals.
- Ensure policies, procedures and instructions published by the Aviation command and the NSWPF are adhered to, for legal and organisational compliance.
- Comply with NSWPF and Aviation Command Safety Policy and Procedure.
- Maintain confidentiality to protect information, technology and methodology.

Key challenges

- Establish and maintain effective communications and relationships with internal personnel and external stakeholders.
- Identify and assess environmental, procedural and human factors effectively in order to conduct appropriate decision making and problem solving.

Key relationships

| Who | Why |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal* | |
| Head of Training & Checking (H) | <ul style="list-style-type: none"> • Identify emerging issues/risks and their implications, as well as provide suitable alternatives. Identify and escalate operational and Command Issues. • Identify and escalate legislative compliance matters to HOTC (H) |
| Work teams/units | <ul style="list-style-type: none"> • Communicate and exchange information to ensure safe and effective operations. • Conduct flying operations utilising effective Crew Resource Management (CRM) and teamwork. |
| Clients/Customers | <ul style="list-style-type: none"> • Exchange information where required and appropriate to ensure safe and effective operations. |
| External | |
| Regulators/Industry professionals | <ul style="list-style-type: none"> • Seek and/or maintain specialist knowledge and/or advice in order to comply with aviation regulatory requirements and professional development. • Develop and maintain professional relationships |

Role dimensions

Decision making

This role requires the Pilot to make decisions in relation to the operation of the aircraft during flying operations in accordance with organisational and legislative requirements. This requires sound decision-making processes to ensure that the aircraft is flown in accordance with Civil Aviation Safety Regulations, Aviation Command Policy, Standards and Procedures and any directions given by the Chief Pilot.

Reporting line

- Head of Checking & Training (H) – Chief Pilot - Commander

Direct reports

- Nil

Budget/Expenditure

- Nil

Key knowledge and experience

- Demonstrated flying experience in Helicopters, in Search & Rescue, Emergency Medical Services (EMS), Law Enforcement Operation (LEO) or equivalent operations
- Demonstrated aeronautical knowledge on the following subject areas: flight & safety standards, aviation regulations and application, aircraft systems for types rated on, human factors and safety management systems.

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Must reside within 100kms from the Aviation Command, Bankstown.
- Current Australian Commercial Pilot Licence (CPL) (H) or ATPL (H)
- Hold and maintain;
 - A valid Class 1 Medical
 - Current Helicopter Instrument Rating (IR H) (ME)
 - Night Vision Imaging Rating
 - Low Level Rating – Winch, Sling
- Possess the following Helicopter Type Ratings
 - Bell 412 and/or Bell 429 Type Rating
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Capabilities for the role



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.





| FOCUS CAPABILITIES | | | |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Capability group/sets | Capability name | Behavioural indicators | Level |
|  Personal Attributes | Act with Integrity Be ethical and professional, and uphold and promote the public sector values | <ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| | Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning | <ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult | Intermediate |
|  Relationships | Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect | <ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| | Work Collaboratively Collaborate with others and value their contribution | <ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |

| FOCUS CAPABILITIES | | | |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Capability group/sets | Capability name | Behavioural indicators | Level |
|  Results | Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes | <ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed | Intermediate |
| | Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances | <ul style="list-style-type: none"> • Understand the team and unit objectives and align operational activities accordingly • Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments | Intermediate |

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------|--------------|
| Capability group/sets | Capability name | Description | Level |
|  Personal Attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  Relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  Results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  Business Enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| | Project Management | Understand and apply effective planning, coordination and control methods | Foundational |

| Version Control | | |
|-----------------|----------------------------------------------------------------|------------|
| Version | Summary of Changes | Date |
| V1.0 | Position Description translated into Role Description template | 06.04.2018 |
| V1.1 | Update into New Template | 12.05.2022 |
| V1.2 | Amend Essent Req, Capability Framework (CASA req) | 17.05.2022 |

Roles attached

| Position Number | Region | Position Number | Region | Position Number | Region | Position Number | Region |
|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|
| 50130512 | PT&PSC | 50215335 | PT&PSC | 50255152 | PT&PSC | 50347616 | PT&PSC |
| 50347617 | PT&PSC | 50631915 | PT&PSC | 51179891 | PT&PSC | 51204854 | PT&PSC |
| 51179892 | PT&PSC | | | | | | |