



Role Description

Licensed Aircraft Maintenance Engineer - Avionics

Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Police Transport & Public Safety Command, Aviation Support Branch
Location	Bankstown
Classification/Grade/Band	Licensed Aircraft Maintenance Engineer
ANZSCO Code	323111
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	06/04/2018
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 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 five 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. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

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 ensuring that the work for which their position is responsible is carried out in ways which safeguard the health and safety of all workers.

Primary purpose of the role

Responsible to the Technical Services Responsible Manager - Chief Engineer, the position of Licensed Aircraft Maintenance Engineer - Avionics is responsible for providing avionics expertise and supervision within a professional, team oriented, approved maintenance facility. All Aviation Support Branch maintenance operations are to be conducted in compliance with the appropriate Aviation regulatory framework.

Key accountabilities

- Within the scope of current CASA licences, conduct scheduled and unscheduled maintenance operations on aircraft owned and operated by the Aviation Support branch. Responsible for the completion of aircraft servicing, maintenance, repairs and modifications in accordance with supplied work instructions, aircraft publications, drawings and quality procedures.
- Provide timely advice to the Technical Services Responsible Manager - Chief Engineer in relation to aircraft maintenance requirements, equipment and tooling serviceability, hangar maintenance and safety issues.
- Endorse aircraft, engine and propeller log books, and issue maintenance releases following completion and certification of maintenance in accordance with CASA legislation and ASB procedures.
- Responsible to the Technical Services Responsible Manager - Chief Engineer with regard to completion of tasks associated with the running of the Aviation Support Branch's approved maintenance facility, including spare parts control, dispatch and receipt of goods, continuous improvement and safety program initiatives and supervision of subordinates.
- Assist the Technical Services Responsible Manager - Chief Engineer with compliance of CASA regulations with regards to Class A and Class B aircraft maintenance.
- Assist and participate with ongoing maintenance personnel training.
- Undertake research and development into advances in aircraft role equipment, including but not limited to: search and rescue equipment, surveillance equipment.
- Maintain the confidentiality of protected information, technology or methodologies. Ensure policies, procedures and instructions published by the ASB are adhered to.

Key challenges

- Comply with requirements of both the NSW Police Force and the Commonwealth aviation regulatory framework; as regulated by the Civil Aviation Safety Authority (CASA), including maintaining appropriate qualifications and endorsements.
- 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	
Manager / Supervisor	<ul style="list-style-type: none"> • Identify and escalate operational and Command Issues
Work Team / Units	<ul style="list-style-type: none"> • Communicate and exchange information to ensure safe and effective operations and assets / equipment • Conduct repairs to NSWPF Aircraft in conjunction with all areas of the Engineering operations
Clients / Customers	<ul style="list-style-type: none"> • Exchange information where required and appropriate to ensure safe and effective operations • Meet client requirements & Communicate re: same
External	
Clients / Customers	<ul style="list-style-type: none"> • Exchange information where required and appropriate to ensure safe and effective operations • Meet client requirements & Communicate re: same

Who	Why
Regulator	<ul style="list-style-type: none"> Liaise (as required by the ASB) with CASA and other external parties in relation to Aviation regulatory framework and Safety issues

Role dimensions

Decision making

This role has autonomy to make decisions in relation to the repair of Avionics within NSWPF Aircraft.

Reporting line

- Technical Services Responsible Manager - Chief Engineer

Direct reports

- Aircraft Maintenance Engineer - Avionics

Budget/Expenditure

- Nil

Essential requirements


- Broad understanding of the Aviation regulatory environment relative to both rotary and fixed wing aircraft maintenance.
- Broad technical understanding of maintenance procedures (avionics) of aircraft owned and operated by the Aviation Support Branch.
- CASA B2 category licence covering aircraft owned and operated by the Aviation Support Branch (or as deemed appropriate by Commander ASB).
- High level interpersonal skills appropriate to working within a small team environment.
- Ability to work under pressure with limited resources and prioritise time.
- Willingness to undertake further CASA licensing examinations with a view to becoming licensed on aircraft types owned and operated by the Aviation Support Branch.
- Demonstrated capacity to implement required health and safety policies and safe work practices.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> Ensure that roles and responsibilities are clearly communicated Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks Develop team capability and recognise and develop potential in people Be constructive and build on strengths when giving feedback Identify and act on opportunities to provide coaching and mentoring Recognise performance issues that need to be addressed and work towards resolution of issues

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	06.04.2018