

Role Description

Rotary Wing Line Pilot



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|---------------------------|---|
| Cluster | Justice |
| Agency | NSW Police Force |
| Command/Business Unit | Police Transport & Public Safety Command, Aviation Support Branch |
| Location | Bankstown |
| Classification/Grade/Band | Line Pilot (Special Constable) |
| ANZSCO Code | 231114 |
| PCAT Code | 1122192 |
| 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 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 Wing Line Pilot is responsible for undertaking flying operations in support of command and corporate objectives.

Key accountabilities

- Undertake, control, and coordinate flying operations as directed and in compliance with the Civil Aviation Act, its Regulations and Orders.
- Identify operational and management issues and assist the Senior Management Team in developing and implementing strategies to address these issues, to achieve command and corporate objectives.
- 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 Command plans, processes, systems, procedures, and manuals.
- Ensure policies, procedures and instructions published by the ASB are adhered to, for legal and organisational compliance.
- Maintain confidentiality in order to protect information, technology and methodology.

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 teams/units | <ul style="list-style-type: none"> • Communicate and exchange information to ensure safe and effective operations and assets/equipment. • Conduct flying operations utilising effective Crew Resource Management. |
| 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. |
| 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. • Develop and maintain professional relationships |

Role dimensions

Decision making

This role has autonomy to make decisions in relation to the operation of the aircraft during flying operations.

Reporting line

- Checking & Training Pilot - Rotary Wing

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Current Australian Commercial Pilot Licence (CPL) for rotary wing aircraft with appropriate ratings and endorsements to act as pilot-in-command
- The following flying experience (or as deemed appropriate by Commander ASB):
 - 1000 hours flight time in command
 - 500 hours in command on turbine-powered aircraft
- Possess the following rotary wing qualifications, ratings or endorsements (or as deemed appropriate by Commander ASB):
 - Night Visual Flight Rules (NVFR) rating
 - Low flying endorsement
 - Sling or winch/hoist endorsement
- Effective oral and written communication skills.
- 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 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 |
|--|---------------------------------------|---------------------|
|  Personal Attributes | Display Resilience and Courage | Adept |
| | Act with Integrity | Intermediate |
| | Manage Self | Intermediate |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Intermediate |
|  Results | Deliver Results | Foundational |
| | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Intermediate |

NSW Public Sector Capability Framework

| Capability Group | Capability Name | Level |
|--|-------------------------------------|---------------------|
|  | Finance | Foundational |
| | Technology | Intermediate |
| | Procurement and Contract Management | Foundational |
| | Project Management | Foundational |

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 Display Resilience and Courage | Adept | Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations |
| Relationships Work Collaboratively | Adept | Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| Results Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly |
| Business Enablers Technology | Intermediate | 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 |

Version Control

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