Role Description
Training & Checking Pilot – Fixed Wing

Cluster	Justice
Agency	NSW Police Force
Division/Branch/Unit	Police Transport & Public Safety Command
	Aviation Support Branch
Location	Bankstown
Classification/Grade/Band*	Training & Checking Pilot (Special Constable /Sergeant)
ANZSCO Code*	231114
Role Number	1119192
PCAT Code*	
Date of Approval*	19 / 07 / 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 purpose of this position is to provide direct support to the Head of Training and Checking (Fixed Wing) in the day-to-day management of currency and competence of pilot personnel by way of checking that all Fixed Wing pilots are appropriately qualified for their roles, and that these qualifications are current always. This is done by assisting with training where necessary. Part of this role is being conversant with all facets of Fixed Wing operations in order to accurately deliver training and subsequently assess Fixed Wing pilots.

Key accountabilities*

- Maintain and work within the structure of the ASB 'check & training' systems for pilot personnel as relevant to the ASB aerial activities. Support and maintain ASB standards for its aerial activities and monitor ASB aerial activities for compliance with Work, Health and Safety and environmental requirements.
- Ensure ASB training and qualifications for Fixed Wing pilots is provided and assessed based upon established course syllabus, standards required to be met, and procedures to be followed when minimum standards are not achieved and to assist the Head of Training & Checking (Fixed Wing) in progressing improvement opportunities within the ASB aerial activities.
- Monitor the ASB Fatigue Risk Management System, identify any issues to the Head of Training & Checking, and support any process of resolution or improvement of same.
- Report to the Head of Training & Checking (Fixed Wing) in a timely manner any matters that are specified as "reportable" under the Transport Safety Investigation Act 2003 S3(1), the Police Act, and NSW Police Force policy and procedures.
- Form an integral part of decision making processes and advice to the Head of Training & Checking (Fixed Wing) on allocation of equipment, aircraft and appropriately qualified personnel.
- Ensure adequate communication of information and documentation necessary for ASB personnel to satisfactorily carry out their responsibilities. Advise Head of Training & Checking in a timely manner as to any pilot who does not meet required standards of relevant proficiency check.
- Actively comply with and promote all NSWPF internal management policies as applicable to workplace employment - including maintaining confidentiality of protected information, technology or methodologies.

Key challenges*

- Ensuring the requirements of the NSW Police Force and the aviation regulators are addressed. This is not only an issue from a compliance perspective, but also in terms of human resource management.
- From an aviation perspective, it is vital to meet the ongoing legislative requirements for pilot personnel to be appropriately qualified, and current in those qualifications always. This requires the position holder to monitor the checking and training systems on an ongoing basis to ensure this occurs.
- Support and adhere to changes in policy, procedure and legislation but to also provide advice to the Head of Training & Checking (Fixed Wing) in relation to issues that affect the ASB operations (Fixed Wing).

Key relationships*

Who	Why
Internal*	
Manager / Supervisor	- Identify and escalate operational and Command Issues. - Identify and escalate legislative compliance matters
Work Team / Units	- Provide advice on procedures and legislative obligations, training and providing accurate feedback arising out of check procedures relating to Fixed Wing operations.
Clients / Customers	- Exchange information where required and appropriate to ensure safe and effective operations. - Meet client requirements & Communicate re: same.
External	
Clients / Customers	- Exchange information where required and appropriate to ensure safe and effective operations. - Meet client requirements & Communicate re: same.

Role dimensions

Decision making

The Training & Checking Pilot (Fixed Wing) is responsible for carrying out the functions of training and assessment of pilots (Fixed Wing) in accordance with the established 'training & checking' systems. This requires sound decision-making processes in order to ensure that Fixed Wing pilots are trained appropriately, assessed in accordance with established standards, accurate feedback provided, and remediation offered in a timely manner where required.

Reporting line

Head of Training & Checking, Fixed Wing

Direct reports

Line Pilots – Fixed Wing.

Budget/Expenditure

This position has no financial delegation.

Essential requirements

- Current Australian Commercial Pilot Licence (CPL) for fixed wing aircraft with appropriate ratings and endorsements to act as pilot-in-command.
- The following flying experience (or as deemed appropriate by Commander ASB):
    - 2000 hours flight time in command
    - 500 hours on turbine-powered aircraft in command
    - 100 hours pilot-in-command fixed wing aircraft night experience
    - Multi-engine fixed wing aircraft experience
- Possess the following fixed wing qualifications, ratings or endorsements (or as deemed appropriate by Commander ASB):
    - Night Visual Flight Rules (NVFR) rating
    - Command Instrument Rating (minimum three renewals)
    - Instructor Rating
    - Low flying endorsement.
- Demonstrated ability to maintain and ensure compliance with a comprehensive check and training system.
- Obtain and maintain the requisite security clearances for this position.

Capabilities for the role*

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	**Intermediate**
Results	Deliver Results	Intermediate
	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**	**Adept**
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	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 Manage Self	Adept	• 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	Intermediate	• Utilise facts, knowledge and experience to support recommendations

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GOVERNMENT

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Influence and Negotiate		• Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements • Keep discussion focused on the key issues
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
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
People Management Manage and Develop People	Adept	• Define and clearly communicate roles and responsibilities to achieve team/unit outcome • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks

Version Control		
Version	**Summary of Changes**	**Date**
V1.0	Position Description translated into Role Description template	19.07.2018