



JOB DESCRIPTION

Position:	PILOT
Work Location:	Westpac Life Saver Helicopter Base, South Coast
Position Type:	Permanent Full-time
Reports to:	Chief Pilot
Direct Reports:	Nil
Incumbent:	Vacant

PURPOSE STATEMENT

The Pilot is an integral part of the Service, having overall command of the aircraft during missions. The position oversees Base operations in the absence of the Chief Executive Officer and Chief Pilot.

SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> • Effective leadership skills, particularly an ability in determining priorities, making sound judgements, problem solving, coordinating activities without supervision. • Possession of Commercial Pilots Licence (Helicopter). • 2500 hours minimum experience as a helicopter pilot. • 500 hours multi engine turbine Command. • Substantial night experience. • Current class 1 medical certificate. • High level computer skills including Microsoft Office programs, report writing and database management. • A demonstrated commitment to ethical practices, OH&S, EEO and anti-discrimination. • A Motor Car Drivers Licence. • Ability to work a flexible roster system. 	<ul style="list-style-type: none"> • Possession of an ATPL (H) Licence. • Previous EMS / SAR experience. • Knowledge of the surf lifesaving, public safety or emergency services industry. • Have held an Instrument Rating. • Experienced in the use of Night Vision Goggles. • Holder of the appropriate endorsements to fly a BK-117 helicopter.

This position is subject to "Working with Children" checks and the employee will be required to sign relevant declarations. Appropriate background checks will be undertaken and "prohibited persons" are unable to be employed in this position.

ORGANISATIONAL RESPONSIBILITIES (ALL STAFF)

Accountabilities	Key Performance Indicators
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication. • Understands and supports policies and procedures of the organisation as defined in the Service's Employee Handbook. • Continually contributes to and supports staff, contractors and volunteers.
Leadership & Teamwork	<ul style="list-style-type: none"> • Supports the decisions of WLS Board of Directors and Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. • Contributes to staff meetings and promotes the exchange of information throughout the organisation. • Regularly meets with Manager to discuss performance, plans and current issues
Continuous Improvement	<ul style="list-style-type: none"> • Exercises initiative in making improvements to work processes and outcomes. • Always searches for better ways and strives for best practice. • Actively seeks new ideas and improvement. • Embraces and adapts to change.
Health & Safety	<ul style="list-style-type: none"> • Demonstrates action taken in identifying hazards, assessing risk, and reporting incidents • Demonstrates duty of care • Reasonably complies with OH&S guidelines • Is fully aware of Service safety plans and expectations, and actively participates and contributes • Participates in the ongoing improvement of the Service's OH&S plan and visibly and constantly supports its implementation.

ROLE SPECIFIC RESPONSIBILITIES

Accountabilities	Key Performance Indicators
<ul style="list-style-type: none"> • Fly single pilot, twin-engine helicopters on search and rescue, counter disaster, aeromedical operations and other support tasks as directed by the Chief Pilot or Chief Executive Officer. • Carry out all duties and training in accordance with the Civil Aviation Safety Authority Regulations (CASA Regulations) and the Westpac Life Saver Rescue Helicopters Operations Manual. • Maintain crew coordination and cooperation in a multi crew environment. • Undertake training and skills upgrading as directed by the Chief Pilot. • Ensure the Chief Pilot is promptly advised on all matters affecting the safety, serviceability or effectiveness of aircraft or the operation. • Ensure all flight and task documentation is accurately completed and all crews adequately briefed and de briefed and any deficiencies promptly addressed. • Operate in remote areas with limited supervision and proactively solve logistical and operational problems. • Undertake extended duty periods and protracted absences from the home base as required. • Carry out support and administrative duties as directed by the Chief Pilot or Chief Executive Officer. • Assist in maintaining a safe, orderly and clean aircraft and hangar environment. 	<ul style="list-style-type: none"> • All flights are carried out safely, promptly and appropriately. • There are no breaches of the CASA regulations or the Service’s Operations Manual or policies. • Specific tasks are achieved in accordance with directions and timelines.

APPROVAL

This Job Description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation.

Chief Executive Officer: Date:
 (Stephen Leahy)

I have read and understood this document and agree to perform the duties and responsibilities as outlined in this Job Description.

Incumbent: Date:

Name: