

Relief Pilot

Our Promise

The furthest corner. The finest care.

Role Overview

Position Summary:	The Relief Pilot is responsible for operating an aircraft within an aeromedical or charter environment according to the standards of RFDS CO Flying Operations Manuals, Civil Aviation Orders, Civil Aviation Safety Regulations, and Civil Aviation Regulations, as appropriate.
Reports To:	Senior Base Pilot
Direct Reports:	Nil
Special Conditions:	<p>The incumbent is required to:</p> <ul style="list-style-type: none"> Undergo a pre-employment drug and alcohol test and will continue to be subject to random drug and alcohol testing. Maintain a minimum level of immunisation based on assessed risks. Undertake a medical examination and/or functional capacity assessment. Undertake criminal history and background checks. Attend other RFDS Bases. Be eligible to hold an ASIC (Aviation Security Identification Card). Hold a current Australian driver's licence.
General Expectations:	Employees are required to read, understand and comply with all policies, procedures and any reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Code of Conduct.
Approval:	<p>Head of Flight Operations: Damien Heath</p> <p>Signature: _____ Date: _____</p>
Acknowledgement of Incumbent:	<p>I have read and understood the information and duties/responsibilities contained within this Position Description.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>

Key Responsibilities

Accountability	Key Activities
Pilot Duties	<ul style="list-style-type: none"> • Provide roster relief at all Central Operations bases. • Perform operational duties associated with the preparation for and the conduct of a flight including the normal refuelling, oil and oxygen replenishment, and handling of passenger/patient loading, unloading and passenger/patient baggage and freight. • Complete statutory and company documentations associated with a flight. • Ensure sound knowledge of normal and emergency checklists for aircraft operation. • Function in a team environment with other staff including medical personnel, and assist with patient care where practical. • Participate in on-going training and checking program. • Carry out secondary duties as required.
Secondary Duties	<ul style="list-style-type: none"> • Airfields Officer: Prepare and maintain information in OPS28 Airfield Register. Raise and maintain Notams per OPS28 procedure, publicise locally, and liaise with other airfield officers as appropriate. Review flight reports for problems and additional or updated information. Liaise with airstrip owners/operators regarding the suitability and serviceability of an airfield. • Operations Officer: Provide advice to each pilot meeting of changes in rules and procedures and their effect on RFDS operations. Where a change in rules or procedures may affect a current RFDS policy, advise the Senior Base Pilot of such change. Maintain the computer flight plan database and ensure accuracy of information. • Base Safety Officer: Training: As directed by the Head of Training and Checking, conduct emergency procedures training. Annual testing for base pilots and flight nurses in accordance with OPS22 Crew Procedures Manual. • Base Aviation Safety: Support the Safety & Quality Manager at base level in investigation and follow-up of incidents as directed, and assist in the furthering of safety promotion. Inspect safety equipment in aircraft and hangars annually. Review and report on safety related CASA/RFDS rule procedure changes. Liaise with maintenance staff re maintenance of survival equipment in aircraft. Recommend and coordinate safety changes and improvements. • Base Fuel Officer: Collect all fuel dockets and store for two years. Perform fuel consumption checks on each base aircraft at least once per month and forward to the Head of Flight Operations through the Senior Base Pilot.



Royal Flying Doctor Service

CENTRAL OPERATIONS

Accountability	Key Activities
Professional Behaviour and Development	<ul style="list-style-type: none"> Participate in ongoing training and professional development activities. Model professional conduct according to our values and Code of Conduct.
Teamwork	<ul style="list-style-type: none"> Contribute to a team culture where individual members are valued and recognised for their diverse skill sets. Suggest and promote creative ideas and approaches to improve team performance.
Safety/Quality/Risk Compliance	<ul style="list-style-type: none"> Actively create and maintain a safe and healthy work environment by working safely, adhering to instructions and using equipment in accordance with safe operating procedures. Contribute to Quality Programs which support and maintain ISO9001 accreditation. Report any unsafe working practices or hazardous working conditions. Comply with RFDS policies and procedures.

Our Values

Our values are used to indicate the type of conduct required by our employees and the professionalism that our customers can expect from our service.

Values	Care & Respect	Reliable & Dependable	Safety & Quality	Socially & Ethically Responsible	Collaboration	Innovation
Behaviours bringing values to life	Understanding	Personal effectiveness	Safety orientation	Commitment	Communication	Strategic vision
	Genuine relationships	Analysis & problem solving	Continuous improvement	Valuing diversity	Leading by example	Embracing change

Skills, Knowledge and Experience

ESSENTIAL QUALIFICATIONS / REGISTRATIONS / MEMBERSHIPS

- Current Australian Commercial Pilot's Licence
- Current Class 1 Medical Certificate and Medical Clearance
- Three Instrument Proficiency Checks (IPC)
- 3000 hours total minimum
- 2000 hours command
- 500 hours Pilatus PC-12
- 200 hours night
- Currently checked to line on PC-12/45/47 and PC-12/47E
- Current Australian Driver's Licence

Desirable Qualifications / Registrations / Memberships

- Dangerous goods certification

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Remote area operations
- Two years' aeromedical experience
- Ability to work both independently and as part of a multi-disciplinary team
- Self-motivated with good organisational and decision making abilities

Desirable Skills, Knowledge and Experience

- Previous experience operating at each of Central Operations bases
- Sound computer literacy
- Knowledge of rural and remote Australia

WORKING CONDITIONS

- In accordance with RFDS CO Pilots Agreement
- Required to provide roster relief, as directed, at all Central Operations bases, with potential for long periods of time away from home base
- Part of a seven-day per week rotating roster – attendance at designated base required from commencement and the duration of all rostered shifts
- Flexible in work practices (including working outside of core shift/rostered hours to meet the needs of the aero-medical service environment)
- Exposure to a wide variety of environmental conditions

Key Relationships

Internal	External
<ul style="list-style-type: none"> Executive Leadership team All RFDS Employees and Managers Other RFDS Sections RFDS Board 	<ul style="list-style-type: none"> General public Government, non-government, and community organisations Volunteers, fund raisers and donors All other RFDS stakeholders Patients, escorts and other passengers Medical personnel

Special Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.