



Position Description

Alternate HOTC and Alternate HOO (Australia)

Role Summary

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| Role Title: | Alternate Head of Training and Checking (part 113/138) and Alternate Head of Operations (part 141/142) |
| Department | Flight Operations, Australia |
| Location: | Perth, Western Australia |
| Reporting to (Position Title): | Head of Flight Operations (Chief Pilot), Australia |
| Direct Reports (if any): | Australian Training Staff (Flight Operations) in absence of HOTC |

1. Role Purpose

Alternate Head of Training and Checking (part 113/138) and Alternate Head of Operations (part 141/142). Support the Flight Operations management team and Training Department.

Supervision of all Flight Operations training staff to ensure completion of all operational training requirements. Ensure all documentation is compliant with CASA Regulations, company, and contractual requirements (inclusive of FOM 4 – Training).

Primary purpose of this role is to plan, coordinate and manage training and training standards within Australia.

2. Core Values

Safe, Efficient, Quality, Service

Core values are the principles that continue to define the company culture and guide daily interaction and decision making. Each employee has a personal responsibility to recognize the behaviours that support these principles and put them into daily practice.

3. Key Deliverables, Duties and Responsibilities

Alternate Head of Training and Checking (part 113/138) and Alternate HOO (part 141/142) works within the Flight Operations Department and reports to the Head of Flight Operations (HOFO).

Additionally, the role will coordinate and manage the training and training standardisation of all Flight Operations activities within Australia, interacting with HOFO and Head of Training and Checking (HOTC), to ensure a program of continuous improvement and best practice.

- Act as HOTC/HOO in absence or alternately undertake a specific regulatory responsibility of the HOTC/HOO when so delegated.
- Direct liaison with CASA on training related matters for the Australia AOC. Maintenance, renewal and significant change requests to part 141/142 approvals. All correspondence to be logged for clarity and confirmation.
- Production and maintenance of the FOM 4.
- Production, maintenance and input into all Flight Operations documentation both training and operational as is appropriate.
- Establishing operating procedures and techniques for all aircraft operated within Australia and to review all procedures periodically to ensure compliance with all relevant documentation.
- Promotion and maintenance of safety standards, competency and training of all flight crew, inclusive of periodic check of currencies to ensure standards are being maintained.
- Production and publication of a comprehensive training plan on a rolling 12-month basis.
- Training and mentoring of Training and Checking personnel.



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- Liaison with other Checking/Training personnel for the standardisation of all Company procedures.
- Act as a conduit for Instructors and Line Pilots to feed back any operational advantage or operational changes that need to be made in order that PHI operates compliantly, efficiently and safely within Australia.
- Carry out check flight and training duties as required and maintenance of own currency and competency in aircraft operations.
- Supervision of flight crews and operations personnel, including the processing and actioning of flight crew performance reports.
- Supervision of Cadet, Co-Pilot and junior Captain professional development and development of peer-to-peer mentorship.
- Maintain and develop professional standards, qualifications, training programs and policy.
- Other associated Flight Ops tasks or responsibilities as directed by the HOF0/HOT or as required.

4. Safety Accountabilities

- Ensure all pilots released from training have obtained a satisfactory standard for their designated role.
- Promotion of just and open Safety Culture within the Training Department.
- Report any hazards or occurrences and stop any unsafe work.
- Participate in safety activities and meetings.
- Comply with all company policies and procedures.
- Be familiar with the Integrated Management System and its associated manuals such as the SMS Manual, HSE Manual and the Quality Manual.
- Have working knowledge of the Safety Case and Hazard / Risk Management Process.
- Maintain Controls that are described in the Safety Case and the Risk Module software application for which this position is responsible for.

5. Experience and Qualifications Required

- Licence: CASA ATPL (H) with Instrument Rating
- Extensive experience with flight training and checking
- CASA Part 61 Licensing, Instructional qualification and minimum of Flight Examiner Rating.
- Type Rated on one of: S92, H175, AW139
- 3000 hours total helicopter time including 1500 hours multi-engine (helicopter)
- 1500 hours command (helicopter)
- 1200 hours multi-crew (helicopter)
- Extensive knowledge of CASA regulatory environment
- Previous aviation management experience

6. Knowledge, Skills and Attributes

- Works cooperatively with other to produce innovative solutions
- Embraces change and demonstrates a willingness to learn new technology and processes
- Interacts with employees to set and communicate performance standards that are specific and measurable
- Expresses ideas respectfully and shares information in a clear and concise manner using the appropriate mode of communication
- Recognizes when compromise is necessary and is effective in getting others to be flexible in their views.
- Obtains and manages appropriate and necessary resources to accomplish objectives in a timely and efficient manner

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- Seeks input from others on priorities and adapts work schedule to respond to changing timelines or expectations
- Excellent communication skills
- Highly competent administrative ability

7. Incumbent Details & Approvals

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| Incumbent Name: | Manager Name: |
| Signature: | Signature: |
| Date: | Date: |