

AIR FORCE PERSONNEL CAPABILITY SPECIALIST

In this role, you could work in a wide range of roles in support of Air Force members and the wider ADF.

You'll provide guidance and advice to members on human resources policy, procedures and corporate governance including finance and information management.



YOUR DAY-TO-DAY

From working with commanders and assisting members on welfare and wellbeing management, to drafting communication messages, you'll play a vital role in supporting Air Force members in a variety of environments.

When Air Force members deploy on operations, you'll be one of the first people on the ground to maintain the Air Force's most valued assets - its people - not just from a capability perspective, but in terms of their welfare as well.

Working as part of a team, your duties may include:

- **People management** - assisting members and commanders with the interpretation of policies and processing of applications to ensure members and commanders are fully informed of their responsibilities.
- **Personnel operations** - exercise and operations planning to identify the best staff to fill required positions for deployment and field exercises.
- **Air and ground operations** - working with squadron executives, flying crew, maintenance staff and base services on the coordination of unit operations.
- **Resource and knowledge management** - delivering the coordination, management, performance and governance of the Air Force's financial, human and knowledge resources.
- **Communications effects** - drafting and distributing communication messages for internal and external channels (including website content and social media platforms) and liaise with host nations to coordinate visits.

HOW YOU'LL PROGRESS

Opportunities for progression and upskilling continue throughout your career. As you progress, the Air Force will provide you with development opportunities to assist you with your increasing leadership responsibility, as well as further education and specialised training within your chosen role. This world-class training will strengthen your skillset and help you to lead teams of aviators in future.

WHERE YOU'LL WORK

Following training, you may be posted to any Air Force base within Australia or possibly overseas, although overseas postings are limited. The major bases for this role are:

- RAAF Base Amberley, Qld
- RAAF Base Edinburgh, SA
- RAAF Base Richmond, NSW
- RAAF Base Tindal, NT
- RAAF Base Williamtown, NSW.

Your posting will take into consideration both service requirements and your posting location preferences.

HEALTH AND FITNESS

To join the ADF, you must be healthy and physically fit. This is partially assessed from the completion of an extensive questionnaire covering your medical history, followed by a physical examination.

You'll also be required to successfully pass a physical fitness assessment.

Female:

- Sit-ups (feet held): 20
- Shuttle Run Score: 5.1.

Male:

- Sit-ups (feet held): 20
- Shuttle Run Score: 6.1.

MILITARY TRAINING

 **Course:** Air Force Recruit Course

 **Duration:** 11 weeks

 **Location:** RAAF Base Wagga, NSW

During this training, you'll transition from civilian to Service life, acquiring the basic knowledge, skills and physical fitness required for your role and learning to become an effective and productive member of the Air Force.

The major elements of the course include:

- personal development and teamwork
- parade drill
- weapon handling and firing
- airfield defence
- fire fighting
- physical fitness
- Air Force history, customs and traditions
- military law.

After graduation, you'll undertake Initial Employment Training (IET) in your trade or category.

EMPLOYMENT TRAINING

 **Course:** Basic Personnel Capability Specialist Initial Employment Training (PCS IET)

 **Duration:** 5 weeks (minimum)

 **Location:** RAAF School of Administration and Logistics Training (RAAFSALT), RAAF Base Wagga, NSW

This course is delivered using a flexible learning model and consists of theory and practical instruction in basic clerical functions, including:

- operating information technology systems
- operating human resource systems
- maintaining organisational business systems
- retrieving and interpreting workplace information.

SALARY

You'll be paid while you train, and on completion of your Initial Military Training and Employment Training, you'll earn at least:

YOUR STARTING SALARY



YOUR SALARY ONCE TRAINED

