

Position Description

Aircraft Registrar

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who We Are

The Civil Aviation Authority of New Zealand is the country's aviation safety and security regulator. We are a Public Service Crown entity responsible through our Board to the Minister of Transport. We regulate a wide range of aviation activities, from commercial airlines to private pilots, ensuring that all aspects of the industry meet the highest standards of safety and security. Our important work not only saves lives but also facilitates travel, recreation, commerce, and protects the environment. By ensuring a safe and secure aviation system, we provide confidence and safeguard the reputation of New Zealand, benefiting our country as a whole.

Our Vision and Purpose

Everything we do is related towards the achievement of 'a safe and secure aviation system – so people are safe, and feel safe when they fly'.

Our Pathways

We have three pathways that lead us to delivering our vision and purpose:

1. Leadership and Influence

Through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

2. Active Regulatory Stewardship

We monitor and care for the civil aviation regulatory system through our policy and operational responsibilities.

3. Professional Regulatory Practice

We act to identify risk and reduce it through intelligence-led intervention.

Our Values

Our organisation's Values support how we work to keep New Zealand skies safe and secure.

Collaboration - *Me mahi tahi*

We work together to achieve and succeed

Transparency - *Me mahi pono*

We are open and honest communicators

Integrity - *Me mahi tika*

We do the right thing

Respect - *Me manaaki*

We treat all people with consideration and kindness

Professionalism - *Kia tu rangatira ai*

We act in a way that brings credit to ourselves and our organisation



These feathers symbolise our Values, which are inspired by the sacred huia bird – a revered symbol of friendship, respect, leadership and mana.

Each feather in the Values has a different hue to reflect different aspects of the diversity, leadership, talent and experience our people bring to their work every day.

Our Values are us – we are many cultures, languages, genders, unique personalities and perspectives working together to achieve our Vision and Purpose.



Role Purpose

Manages the New Zealand Civil Aircraft Register in alignment with ICAO Annex 7. Processes all aircraft registration activities, including but not limited to, mark allocation and reservation, initial registration, changes of ownership and marks, de-registration, and Mode S transponder code assignment. Coordinates with foreign aviation authorities to confirm aircraft registration status.

Key Dimensions

Group:	Aviation Safety Oversight	
Team:	Advice, Triage and Planning	
Reports to:	Team Leader, Coordination and Support	
Location:	Wellington	
Salary Band:	Band 13	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Organisational Delegations:	Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the 'Instrument of Delegation' document.	
Key Relationships:	Internal: <ul style="list-style-type: none"> Aviation Safety Oversight group Finance and Commercial team 	External: <ul style="list-style-type: none"> Aviation Participants
Essential requirement/s:	Nil	

Shared Accountabilities

- We work professionally, aligned with our Values, Code of Conduct and guiding CAA policies.
- We foster a safe, inclusive culture by respecting and embracing the diverse perspectives, experiences, and backgrounds of all.
- We ensure our work is aligned to our strategy, vision and purpose in our approach to delivering intelligence led, risk-based safety and security outcomes.
- We carry out work and conduct our relationships in a way that supports CAA's commitment to Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe and by following the responsibilities laid out in our Health, Safety and Wellbeing Commitment Statement which outlines the expectations of leaders and all staff.

Key Accountabilities

- Processes all applications and requests related to aircraft registration, including:
 - Allocation and reservation of aircraft marks
 - Registration of aircraft
 - Changes in possession and ownership
 - Changes to aircraft marks



- Aircraft de-registration
- Issues notifications for Reduced Vertical Separation Minimum (RVSM) under PARMO F3
- Assigns Mode S transponder codes
- Allocates unique identification numbers for Part 115 adventure aviation rigs
- Maintains the Civil Aviation Authority client database for aircraft owners.
- Prepares, checks and approves Certificates of Registration.
- Exercises delegated powers and functions legitimately.
- Liaises with foreign National Airworthiness Authorities when aircraft are to be accepted onto, or removed from, the New Zealand Register of Aircraft, in accordance with the Civil Aviation Act.
- Responds to client queries on registration.
- Liaises with the Finance and Commercial team on annual registration fees, associated levies and payment of application fees and charges
- Administration of Cape Town Convention requirements on behalf of CAA
- Administration of the Cook Island Aircraft Register.
- Assists with the development and maintenance of procedures for all activities associated with aircraft registration.
- Work on tasks and projects with other groups/units across the CAA, and other regulatory agencies, as directed by the team leader or manager.
- Support the wider Aviation Safety Oversight Group and CAA outputs as required.

Competencies

Get Smart – Knowledge & Context: Level 2 ■■■

Understands the role of the CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the CAA. Follows the guidance and processes expected of all CAA employees as a modern, adaptive regulator, set out in policies, legislation, aviation rules and other internal documents.

Think Smart – Sound Judgement: Level 1 ■■■

Makes appropriate and transparent decisions by analysing relevant information, takes into consideration different points of view, demonstrating the ability to make difficult and/or sensitive decisions. Has flexibility to both adopt a course of action and change it when required by the situation.

Work Smart – Achieves Results: Level 1 ■■■

Drives change and results through effective planning, collaboration, and communication. Builds trust, fosters teamwork, and demonstrates self-awareness to achieve shared goals and continuous improvement.

Act Smart – Personal Effectiveness: Level 1 ■■■

Is adaptable and resilient to meet changing needs and expectations. Displays self-awareness and is respectful of diversity. Takes responsibility for self-learning and development. Demonstrates behaviours consistent with the Code of Conduct and CAA Values.



Skills and Experience

- Demonstrated understanding of the New Zealand Civil Aviation legislative and regulatory framework, including aircraft registration obligations under the Civil Aviation Act 2023.
- Well-developed interpersonal skills, including the ability to communicate effectively, both verbally and in writing, with a wide range of internal and external stakeholders in a confident professional and positive customer focused manner.
- Advanced level of computer and keyboard skills with proficiency in using the Microsoft Office suite (Outlook, Word, Excel, OneNote and PowerPoint).
- Experience in an administrative or support-based role in a large organisation (e.g. government department or service-oriented organisation).
- Influencing skills with an ability to build relationships across organisational boundaries and within the industry.
- Demonstrates excellent organisational, problem-solving, and time management skills, with a proven ability to plan and coordinate work efficiently. Consistently delivers high-quality outputs that meet deadlines and align with legislative, regulatory, and organisational standards.
- Ability to handle confidential and sensitive information with discretion and integrity.
- High attention to detail, responsible, highly motivated, and able to work with minimal supervision.

