

# Position Description

## Advisor, Training

*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

Specialist, locality-based position, with responsibility for developing, delivery and managing specific technically focused training courses and specialist training requirements. This includes participation in the delivery and support of centrally based technical training activities.

The role works closely with line management on site at the agreed location.

## Key Dimensions

<b>Group:</b>	People and Capability	
<b>Team:</b>	Learning and Capability	
<b>Reports to:</b>	Team Leader, Learning Delivery – Auckland, Wellington, Christchurch, Dunedin	
<b>Location:</b>	Auckland, Wellington, Christchurch, Dunedin	
<b>Salary Band:</b>	15	
<b>Financial:</b>	N/A	Delegation Level = N/A
<b>People:</b>	Direct Reports = N/A	Delegation Level = N/A
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>• Manager, Security Learning Delivery</li> <li>• Heads of AvSec</li> <li>• Frontline Managers; TSTs and OJTs</li> </ul>	External: <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>• Drivers Licence</li> <li>• Minimum qualification New Zealand Certificate Adult and Tertiary Teaching Level 4 or equivalent</li> <li>• Good level of demonstrated AvSec technical knowledge and skills achieved through successful completion of AvSec Basic Training Course</li> </ul>	

## 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

- Provide advice and support to Station and Frontline Management on development and capability requirements.



- Provide training, coaching, and mentoring for On-Job-Trainers and Training Support Team members.
- Build and maintain professional partnerships with internal and external stakeholders to support the provision of technical training.
- Deliver a range of technical training programmes and solutions, using a range of approaches to meet business needs.
- Deliver appropriate basic training and refresher training courses that comply with Aviation Security Officer accreditation requirements. This may involve assisting with training at other AvSec stations
- Facilitate workshops and Basic Training Courses using a variety of strategies and tactics to promote learning transfer to the job before, during and after these interventions.
- Contribute to the development of and implement assessment and evaluation processes.
- Carry out training needs assessment and develop and deliver interventions to meet identified needs.
- Work collaboratively with or as a subject matter expert to develop programmes and eLearning which support the introduction of new tools, processes and changing business needs.
- Develop and deliver role specific assessments of competence, providing development interventions where required.
- Collaborate and communicate with People and Capability to support the recruitment and training of skilled, capable Aviation Security Officers
- Maintain Aviation Security technical knowledge to level of expert practitioner level.
- Keep up to date with learning and development best practice, sharing learning and providing input to those involved in the Technical Training of Avsec staff.
- Provide training programmes e.g., security awareness to airport and other regulatory agencies.
- Assist as required with the delivery of approved training programmes for Pacific Island countries supported by the Avsec Pacific Project Training Programme
- Ensure personal understanding and compliance with safe manual handling techniques.
- Ensure personal understanding of Health and Safety reporting and specifically reporting of Incidents / Accidents / Discomforts / Near misses and Hazards.

## Competencies

### **Get Smart – Knowledge & Context: Level 1** ■■■

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 ability to develop and deliver specialist training courses that meet required standards and enable the transfer of skills learned to the work environment.
- Hold a recognised adult training qualification.
- Demonstrate advanced presentation skills.
- Ability to achieve goals in an unsupervised work environment.
- The ability to work with a variety of cultures and commitment to the principles of equal employment opportunities.
- High level of IT literacy, with proficiency in Microsoft Word, Excel, Email, and PowerPoint
- A relevant tertiary qualification i.e., in education, training, learning and development.

