

Flight Examiner Standards, Fixed Wing

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

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*

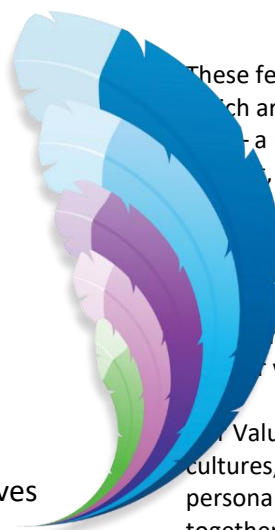
We do the right thing

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 – a revered symbol of friendship, leadership and mana.

Each feather in the Values has a unique hue to reflect different aspects of the diversity, leadership, and experience our people bring to 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

As a member of the Licensing and Standards team, the position holder is to provide advice and lead the maintenance and development of aviation standards.

The position holder is required to engage internal and external stakeholders and participants in the aviation system to ensure that the required regulatory standards are met. Specifically, licences, ratings, and general operating rules.

This may include, but is not limited to, writing and revision of rules, advisory circulars and guidance for informing CAA policy. The holder of this position will also provide aviation and safety guidance regarding content from this process.

Key Dimensions

| | | |
|------------------------------------|--|---|
| Group: | Aviation Safety Oversight | |
| Team: | Licensing and Standards | |
| Reports to: | Head of Licensing and Standards | |
| Location: | National Office, Wellington | |
| Salary Band: | Band 18 | |
| 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 and the CAA Regulatory Capability Framework. See appendix "A". | |
| Key Relationships: | Internal: <ul style="list-style-type: none"> Managers and staff in the Certification and Monitoring teams Managers and staff in the wider Aviation Safety Oversight group Other staff across CAA | External: <ul style="list-style-type: none"> Aviation participants Relevant industry groups |
| Essential requirement/s: | <ul style="list-style-type: none"> Holds or has held a relevant ICAO recognised aviation document e.g. pilot licence (CPL or ATPL) or aircraft maintenance engineer licence (AMEL) or has substantial aviation experience relevant to the role. Must maintain a current full driving licence, hold a valid passport, and be able to regularly travel both domestically and internationally when required, sometimes at short notice. | |

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

This Flight Examiner Standards – Fixed Wing position is responsible for the Aviation Examinations in the following areas:

- A-Category Flight Instructor Renewals
- Flight Examiner Biennial Competency Assessments
- Guidance for all licenses and certificates with CAA oversight

The Standards unit is responsible for:

International Liaison of Flight and Engineering Standards including Licensing, SARPS and best practice

- Conduct active liaison with other international aviation authorities on relevant areas to ensure that CAA is compliant with ICAO legislation and follows international best practice.
- Facilitates and attends meetings, including international forums, and contact with CASA equivalents, and engagement with NAAs such as the FAA, EASA, PASO and Transport Canada.

OEM/ Flight and Engineering Standards oversight

- Manages allocated tasks as a point of contact for OEM and licensing requirements including training course approvals, type-specific ratings and international and operational standards.
- Maintains relationships with regular liaison and provides SME oversight for internal and external stakeholders.

Maintenance and Development of Flight and Engineering Standards

- Conducts assessments of current aviation standards and develops new or revised procedures to reflect changes to operational practice, training methodology, new technologies or international best practice to ensure safe and effective flight operations.
- Leads, manages and/or conducts projects or tasks to develop new or revised rules and policies to implement safe and best practice in aviation standards.

- Provides interpretations and decisions on regulatory matters in relation to the rules and aviation standards to participants and CAA, along with timely, factual reports of aviation standard activities.
- Provide SME input on relevant aviation standards, including;
 - CAA policy and Rules development, flight and engineering training, operational standards and air operator organisations;
 - the evaluation of expositions and programmes, interviews of personnel, inspection of facilities/equipment/operation, and observation of activities; and
 - the assessment of the participant's compliance with the Act, the Rules and their exposition and evaluates the effectiveness of existing systems to provide the required safety performance.

Safety Risk and Interventions

- Identify areas of emerging risk, through intelligence-led data, industry liaison and problem-solving. Engage, and influence SME while actively practicing regulatory stewardship.
- Works with internal and external stakeholders to identify and address safety risks applicable to the appropriate aviation sector.
- Has accountability for recommendations and/or decisions in accordance with the CAA Regulatory Operating Model and Regulatory Tools Policy.

Professional Relationships and Provision of Specialist Advice

- Maintains a thorough knowledge of the Rules, policies, training requirements, operational procedures directly related to all aspects of flight standards for the specific role.
- Provides specialist aviation standard support, including advice and recommendations, for investigations, administrative actions, including Aviation Related Concerns and the Fit and Proper status of aviation document holders.
- Advises industry on the development and maintenance of safe aviation standards.
- Establish and maintain approachable professional relationships with industry and its sector bodies and work with them to achieve common goals.
- Consistently applies requirements, exercises good judgement within the bounds of delegation and CAA policy and procedure.
- Maintains own licenses and ratings, and attends training courses where required, to enhance professional development and expertise within the Aviation Standards team.
- Contributes to the development of educational and guidance material for CAA personnel and industry participants.
- Provides advice related to technical areas to CAA participants.
- Provides aviation standards SME support to other CAA teams. This extends to;
 - The approval of training courses and assessments
 - Type-ratings for pilots
 - Support with the delivery of theory driven training programmes
 - The certification of Flight Simulation Training Devices
 - Provide advice during investigations, support for Aviation Related Concern and Occurrence investigation process. This may require facilitating internal dialogue that

involves confronting and difficult topics, interpretations and discussion ensuring a credible and robust outcome that represents the final CAA view. This is to be conducted within the CAA values.

- Test Pilot approval process

Aviation Examinations

- Manages, conducts, and assesses:
 - biennial competency flight tests for Category A Flight Instructors and Flight Examiners.
 - entry tests for people seeking flight examiner ratings.
 - flight tests for CPL, instrument rating and flight instructor rating - categories B, C and D as required.
- Conducts entry and on-going testing with flight examiners who hold operational competency privileges as required.
- Conducts flight tests, aircraft checks and simulator fidelity assessments as required.
- Conducts medical assessment flights as required.
- Conducts assessments for BFR (and other) as required as part of remedial actions post-investigation.

Other duties as required from time to time

- This position will also provide aviation and safety guidance. This may take the form of out-reach, operational guidance, conferences both domestic and international and providing support in the production of CAA and other appropriate publications or webinar-type material.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.

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 2

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 : Level 2

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 2

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

Essential - the position holder must have:

- Holds an ICAO Professional Pilot Licence either ATPL or CPL with an Instrument Rating, Instructor Category B Rating and a wide range of flight examiner approvals. (Equivalent Military experience will also be considered).
- Holds a Category A Instructor Rating, a current Instrument Rating and a wide range of Flight Examiner approvals.
- Knowledge of the FAA and EASA simulator category system and the process of simulator certification.
- Experience with quality/safety management systems and/or ISO9000 systems.
- The ability to build professional and technical credibility – both within the CAA and industry.
- Retains a sound general knowledge of aviation standards in related areas.
- Substantial relevant experience in the aviation industry.
- A strong understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements.
- Intermediate level experience with Microsoft Office and SharePoint, and strong general computer-based skills.

Desirable – it is advantageous if the position holder has:

- Experienced in conducting activities that involve safety/quality/risk management systems or safety investigation.
- Well-developed interpersonal and presentation skills, the ability to effectively communicate with a wide range of internal and external customers in a confident and positive customer-orientated manner.
- Has appropriate tertiary level qualification or equivalent experience in aviation or a related discipline.
- The ability to work independently and semi-autonomously within the relevant area of aviation standards.

Appendix “A”

Inspector Regulatory Capability Framework

Regulatory capabilities and behaviours

Supported and enabled by the Core Competency Framework, the regulatory capabilities and behaviours underpin the intelligence-led risk-based approach to the way CAA regulates the aviation

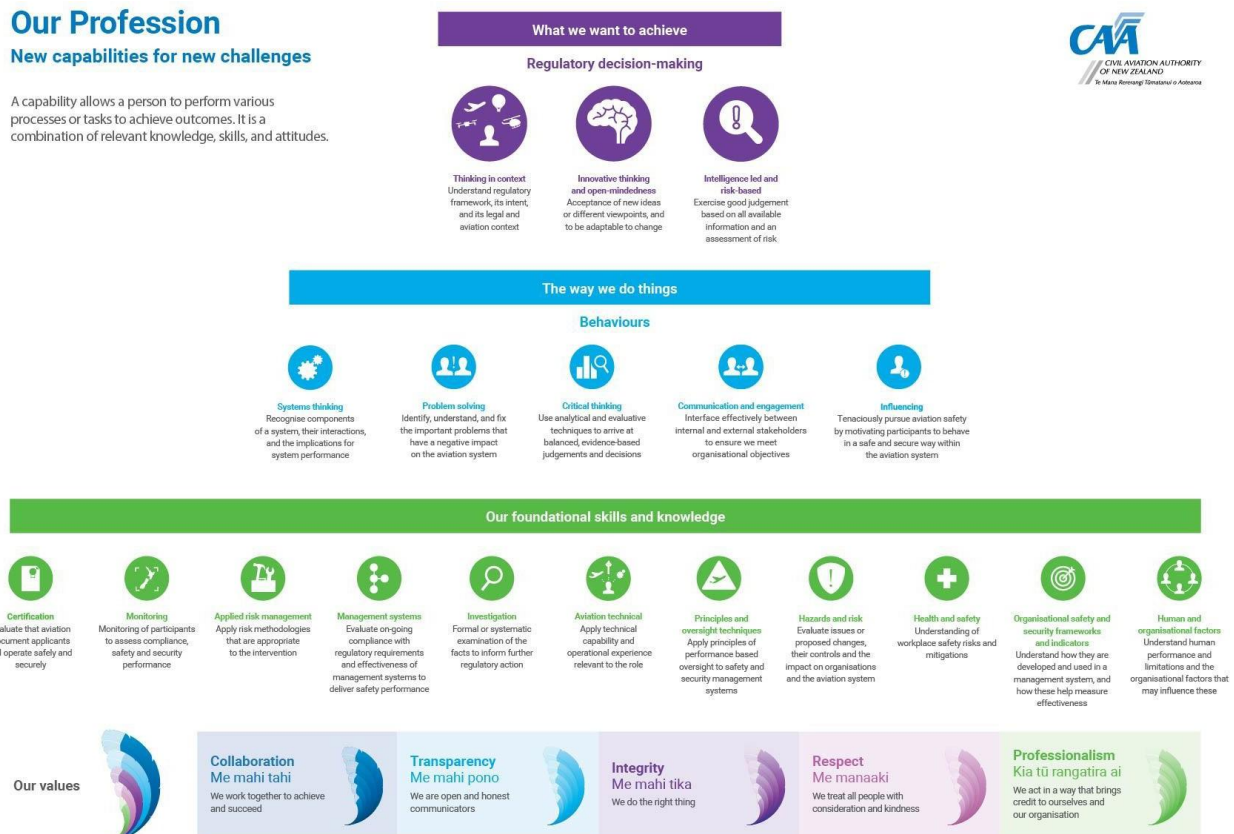
system. These consist of a combination of technical knowledge, skills, behavioural characteristics, and attitudes that underpin the regulatory craft of operational teams and the regulator.

The pictorial representation below (the Capability Triangle) and the following capability descriptor table expresses the behavioural skillset requirements for CAA’s professional regulatory personnel.

Our Profession

New capabilities for new challenges

A capability allows a person to perform various processes or tasks to achieve outcomes. It is a combination of relevant knowledge, skills, and attitudes.



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Regulatory Decision-Making – what we want to achieve

Exercising good judgement and decision-making is considered a critical capability that underpins CAA’s ability to be an effective aviation regulator. Regulatory staff are required to understand the context in which they are making decisions with knowledge of aviation, systems, risk, and business, and supported by knowledge of regulatory theory. The thinking

style adopted must be able to manage complexity and cope with change by being open-minded and innovative.

The Behaviours - the way we do things

The way we do things is equally as important as the decisions we take. The five behaviours articulate the way the regulator should carry out their role, identifying the importance of understanding the fundamentals of systems thinking, problem solving, critical thinking, communication and influencing when engaging with participants. These fundamentals are underpinned and expressed throughout the initial and technical training provided for CAA regulatory personnel.

Capabilities of a professional aviation regulator

The following behaviours describe the expected skillset deemed key for the success of personnel engaging in regulatory functions across the aviation system.

Systems Thinking

Identifies the components of complex systems, their interactions and the implications for system performance.

Behaviours:

- Understands participants' business context, drivers and operating model and the impact these have on the business' structure, and purpose
- Accurately maps the participants' business functions, technologies and processes and how these interact
- Draws on the expertise of colleagues to identify the probable causes of system underperformance or failure
- Systematically identifies any unintended or hidden impacts of business systems and process design.
- When making assessments and recommendations, targets the factors which have the greatest and/or critical impacts on system underperformance or failure.

Problem solving

Fosters a collaborative approach to identify, understand, and fix the important problems that have a negative impact on the aviation system.

Behaviours:

- Follows through, ensuring that solutions continue to work and that stakeholders remain engaged in monitoring and implementing them.
- Systematically identifies their key stakeholders, engaging them in identifying and solving key problems.
- Works with stakeholders to agree evidence-based analysis of probable causes, potential impacts and priorities.
- Facilitates the identification and development of creative and effective solutions to key problems.
- Recognises and turns conflict into a positive, harnessing energy and ideas into effective problem-solving activities.

Critical Thinking

Arrives at balanced and evidence-based judgements on complex regulatory issues through the disciplined use of analytical and evaluative techniques.

Behaviours:

- Carefully considers initial submissions and/or evidence, using disciplined enquiry to identify key risks
- Uses appropriate judgement criteria or rules around which to structure their enquiry
- Gathers evidence against judgement criteria or rules consistently and fairly
- Reconsiders their initial hypotheses when faced with new evidence or alternative interpretations of evidence

Communication and Engagement

Creates an effective interface between internal and external stakeholders to ensure that participants engage with, understand and act in accordance with safe aviation requirements.

Behaviours:

- Actively reaches out and cultivates their stakeholders and participants to create a community of ideas and practice
- Establishes two-way conversations with the key individuals within participant organisations
- Understands their audience, its needs and expectations, crafts the safety message to account for these
- Presents a consistent aviation safety message, creating clarity and drawing out key insights to deepen participants' understanding
- Accurately identifies sources of resistance to aviation safety messages, moves quickly to address these

Influencing (Assertiveness, persuasion and determination)

Tenaciously promotes a compelling aviation safety case, ensuring that participants understand how to behave in a safe way within the aviation system.

Behaviours:

- Scans the environment for key ideas, information and messages to inform their ideas and influencing strategies
- Identifies key decision-takers and influencers and builds a relationship of trust with them
- Develops their arguments logically, identifies points of agreement and uses these to build towards consensus
- Identifies others' underlying needs, motivations and unstated concerns and adjusts their communication accordingly.