

Position Description

Inspector, Aviation Security System

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

The Inspector, Aviation Security System ensures the integrity and resilience of New Zealand’s civil aviation security system by exercising the Director of Civil Aviation’s regulatory oversight functions under the Civil Aviation Act 2023. This role focusses on achieving the organisation’s objectives by providing regulatory assurance, system stewardship, and risk-based oversight of participants with aviation security responsibilities. A thorough understanding of the international and domestic regulatory framework, and technical knowledge of aviation security regulations is required.

This role is responsible for completing core regulatory activities across certification and monitoring pathways, ensuring that participants entering and operating within the aviation security system comply with civil aviation security rules. Through risk assessments, audits, inspections and other compliance functions, the Inspector Aviation Security System provides assurance that aviation security measures are implemented effectively and proportionately to mitigate threats and achieve the required security and safety outcomes.

As a subject matter expert, the Inspector Aviation Security System applies technical knowledge of international and domestic aviation security standards to advise, guide, educate and influence participants. The role also contributes to the continuous improvement of the regulatory system by identifying vulnerabilities, recommending enhancements and supporting policy development. This position requires strong analytical capability, critical thinking, sound judgement, and a commitment to safeguarding civil aviation against acts of unlawful interference in the interests of public safety and national security.

Key Dimensions

Group:	Aviation Security	
Team:	Security Certification, Monitoring and Response	
Reports to:	Team Leader, Security Regulation	
Location:	National Office, Wellington; Auckland Airport; Christchurch Airport	
Salary Band:	Band 16	
Financial:	None	Delegation Level = None
People:	Direct Reports = Nil	Delegation Level = None
Operational 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 Other staff across regulatory, strategy operational policy and guidance teams 	External: <ul style="list-style-type: none"> Aviation participants Stakeholders Intelligence agencies and industry groups
Essential requirement/s:	<ul style="list-style-type: none"> Delegated position The ability to hold and maintain a SECRET level security clearance Relevant tertiary qualification or equivalent experience 	



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 the CAA's commitment to the Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe by following the responsibilities laid out in our people policies and our Health, Safety and Wellbeing Commitment statement.

Key Accountabilities

- Plan and carry out certification, and monitoring of participants to ensure compliance with civil aviation security regulations. This includes assessing exemption applications and evaluating the impact of or other regulatory changes.
- Monitor compliance and lead or support investigations into security concerns.
- Write and submit reports and briefings, including recommendations when needed. Determine appropriate regulatory findings and interventions including corrective actions to address identified issues and ensure compliance.
- Monitor the implementation of corrective actions through participant engagement, ensuring these are recorded within Authority business systems.
- Provide specialist, accurate guidance, education and advice to other CAA teams/groups, participants and industry on the relevant aviation sector risks, views and issues that improve aviation security outcomes.
- Maintain awareness of aviation security threats and risks and provide assurance that these are being effectively managed by aviation participants.
- Support technical and expert engagement with International Civil Aviation Organisation 'ICAO' panels and working groups.
- Collaborate with policymakers and internal Authority teams to identify and escalate issues requiring regulatory or rulemaking changes.
- Provide technical insights to support the development of policies, procedures, work tools, training, rules and/or guidance that impact aviation security requirements.
- Develop and maintain working relationships and networks internally and externally with appropriate industry groups, organisations and individuals. Assists with training seminars, regulatory training and advice for aviation operators and other participants.
- Maintain own technical/professional knowledge to appropriate standards.
- Undertake additional tasks and projects as required to support the achievements of the Authority's objectives.



Core Competencies

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

Understands the role of the Authority within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the Authority. Follows the guidance and processes expected of all Authority 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 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 Authority Values.

Skills and Experience

- Sound understanding of ICAO/international standards and recommended practices for civil aviation security, New Zealand’s civil aviation legislative framework, including the requirements of civil aviation rules 12, 19, 109, 119, 129, 139, 108, 140, 171, 172 and 174 and New Zealand’s National Civil Aviation Security Programme.
- Strong understanding of inspection requirements for regulated entities, including those for regulated air cargo agents, aerodromes, aircraft operators, aviation security services, and air traffic service organisations. Demonstrated experience in conducting complex audits and inspections, applying risk and assurance principles, and working within government or regulatory environments.
- Working knowledge of operational procedures and administrative requirements pertaining to aviation security for aircraft operators, aerodromes, regulated air cargo agents and air traffic service organisations.
- Build credibility through experience, qualifications and knowledge, and foster respectful relationships within the Authority and the aviation industry. Communicate clearly with diverse audiences by simplifying complex and/or technical information and adapting style for different stakeholders. Proficient in Microsoft Office suite.
- Strong ability to identify and assess risks to the civil aviation security system using ICAO methods and risk-based, intelligence-led approaches. Experience applying formal risk management frameworks, including Security Management Systems, and assurance principles to support sound decision making.
- Proven experience leading reviews and inspections to assess compliance with regulatory requirements and a demonstrated ability to evaluate compliance approaches against guidance, advisory circulars and other critical regulatory artefacts.
- Excellent written and verbal communication skills, with the ability to prepare clear, evidenced based reports and recommendations that influence stakeholders and can withstand scrutiny. Includes strong



planning and prioritisation skills with an ability to adapt quickly to change while still delivering high-quality results, independently.

- Acquire and maintain a SECRET security clearance. Regular domestic travel is required. Occasional international travel may be necessary.
- A relevant tertiary qualification (minimum bachelor's degree) in security studies, public policy, law or a related field, or significant prior and equivalent experience.
- The demonstrated ability to breakdown complex or technical issues, translate information for non-technical persons and adapt style and content for varying audiences.
- A sound understanding of risk management, audit and assurance principles.
- Knowledge and understanding of government processes and/or previous experience in a regulatory environment.
- Understanding and knowledge of regulatory principles, and experience applying regulatory interventions to enhance system performance.

