

Position Description

Airworthiness Inspector

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 Airworthiness Inspector is responsible for carrying out assessments (including inspections) of aircraft as a component of key regulatory activities (certification, renewals, amendments and oversight) of all aircraft and product for operation in the New Zealand aviation system.

The position is responsible for completing all associated activity necessary to gain assurance that the aircraft meets the required safety standards detailed in the relevant Civil Aviation Rules and for ensuring its registration on the New Zealand aircraft register.

The exact areas of focus will depend on the portfolio responsibility of their team, which could change depending on risks and priorities, workload and work demand.

Key Dimensions

Group:	Aviation Safety Oversight	
Team:	Certification and Monitoring	
Reports to:	Manager, Organisations or Manager, Airworthiness	
Location:	Auckland, National Office (Wellington), Christchurch	
Salary Band:	Band 17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Airworthiness Inspectors across both the Organisations and Airworthiness teams in Certification and Monitoring Operational leaders and staff Other CAA staff 	External: <ul style="list-style-type: none"> Aviation participants Stakeholders Relevant industry groups
Essential requirement/s:	<ul style="list-style-type: none"> Warranted position 	

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

- Carry out assessments (including audits and inspections), as a component of key regulatory activities (certification, renewals, amendments and oversight) of all aircraft and product, and to inform regulatory activities relating to aviation participants (Air Operator, Manufacturing, Maintenance and Supply organisations) as required.
- Plan and conduct aircraft inspections for the purpose of issuing a Certificate of Airworthiness or a Microlight Permit to Fly.
- Plan and conduct conformity inspections of products, appliances and components as required.
- Investigates safety occurrences when required, where the nature of the occurrence suggests an airworthiness directive may be required to correct any unsafe condition.
- Carries out and documents assessments for the issue, renewal and amendment of aviation documents and approvals in accordance with the appropriate entry standards and requirements.
- Analyse findings, determine corrective actions where appropriate and monitor the implementation of the corrective action.
- Raises and submits reports and makes recommendations for assessment when necessary.
- Exercises balanced and evidence based judgement when making recommendations and decisions within the scope of delegated authority.
- Applies critical and systems thinking when reviewing intelligence, identifying, assessing and analysing risk (including new and emerging risk) that may impact on aviation safety, at a participant, sector or system level.
- Ensure appropriate dissemination of technical information both internally and externally, and contributes knowledge of contemporary avionics system to CAA led training initiatives.
- Provides specialist advice to participants, and across the Aviation Safety Oversight group.
- Works closely with industry and teams within CAA to identify opportunities for improvement.
- Formulates formal regulatory guidance in coordination with relevant stakeholders.
- Maintain own technical/professional knowledge to appropriate standards.
- Develop and maintain excellent working relationships and networks internally and externally with appropriate industry groups, organisations and individuals.
- Works on other tasks and projects as may be required from time to time to assist the achievements of CAA vision, mission, business, group, unit, and team goals.
- Contribute to, maintain knowledge of, and practice Health and Safety processes and initiatives.
- Work on tasks and projects with other groups/units across the organisation, and other regulatory agencies.
- Support the wider Aviation Safety Oversight Group and CAA outputs as required.



Core Competencies

Collaborates – Building the partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives • Represents own interests while being fair to others and their areas • Partners with others to get work done • Credits others for their contributions and accomplishments • Gains trust and support of others
Decision Quality – Making good and timely decisions that keep the organisation moving forward	<ul style="list-style-type: none"> • Makes sound decisions, even in the absence of complete information • Relies on a mixture of analysis, wisdom, experience and judgement when making decisions • Considers all relevant factors and uses appropriate decision-making criteria and principles • Recognises when a quick 80% solution will suffice
Courage – Stepping up to address difficult issues, saying what needs to be said	<ul style="list-style-type: none"> • Readily tackles tough assignments • Faces difficult issues and supports others who do the same • Provides direct and actionable feedback • Is willing to champion an idea or position despite dissent or political risk
Ensures Accountability – Holding self and others accountable to meet commitments	<ul style="list-style-type: none"> • Follows through on commitments and makes sure others do the same • Acts with a clear sense of ownership • Takes personal responsibility for decisions, actions and failures • Establishes clear responsibilities and processes for monitoring work and measuring results • Designs feedback loops into work
Organisational Savvy – Manoeuvring comfortably through complex policy, process and people-related organisational dynamics	<ul style="list-style-type: none"> • Is sensitive to how people and organisations function • Anticipates land mines and plans approach accordingly • Deals comfortably with organisational politics • Knows who has power, respect, and influence

Skills and Experience

- An ICAO Aircraft Maintenance Engineer licence with a minimum of five years' aircraft maintenance or manufacturing support experience or holds an Engineering Diploma (or equivalent) in a relevant aviation discipline with aircraft maintenance or manufacturing support experience.



- An awareness of requirements covering Civil Aviation Regulations Rules Part 21, 39, 43, 91, 145 and Part 148 and/or equivalent foreign regulations.
- An understanding of the requirements for aircraft certificates of airworthiness, flight permits, including conformity inspection requirements.
- A sound understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements.
- An ability to build professional and technical credibility based on experience, qualifications and knowledge – both within the CAA and industry; an ability to foster respectful relationships.
- Proven ability to work with minimal supervision and possessing the resilience to handle change and re-prioritise work.
- Well-developed interpersonal skills; the ability to effectively communicate with a wide range of internal and external customers in a confident and positive manner.
- An understanding of the maintenance and manufacturing procedures and administrative requirements for airworthiness covering quality assurance, technical services, planning, production, maintenance and inventory control. Understands the management functions in co-coordinating these functions.
- Proficiency in Microsoft Office suite.
- An ability to travel both domestically and internationally if required.
- NZ registered quality systems auditor or have experience with aviation management systems (SMS, quality, risk management).
- Experience in compliance verification of aircraft related activities, safety management systems, quality systems and risk management systems.
- Experience in conformity inspection of aircraft and aircraft parts.
- An understanding of ICAO/international standards and recommended practices for civil aviation.
- Holds, or has held an Aircraft Rating.
- Completion of a formal course in aircraft accident investigation.

