

Position Description

Advisor, Regulatory Policy

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 Policy Advisor plays a key role in shaping high-quality policy recommendations from the International and Regulatory Strategy unit for both the CAA and external stakeholders. They are also responsible for delivering projects allocated to them as part of the unit's business plan.

Key Dimensions

Group:	System Strategy and Policy	
Team:	Strategy Policy and International Engagement	
Reports to:	Manager, Regulatory Policy and International Engagement	
Location:	National Office	
Salary Band:	15	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> • SPIE Unit colleagues • Other CAA stakeholders 	External: <ul style="list-style-type: none"> • Ministry of Transport • Government • Aviation Sector • International civil aviation policy counterparts • International Civil Aviation Organization
Essential requirement/s:	<ul style="list-style-type: none"> • 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

Policy Development

- Supports the development of policy advice on aviation-related issues by conducting research, preparing background materials, and drafting components of policy documents.



- Assists in reviewing regulatory and legislative proposals, particularly those related to international technical agreements and harmonisation efforts.
- Provides input into consultation documents and draft policy proposals developed by other government organisations.
- Prepares briefing notes and summary documents for senior policy staff, management, or other stakeholders.
- Contributes to the development of Civil Aviation Rules and other regulatory interventions by gathering evidence and assisting in drafting materials.

Project Delivery

- Works with the Policy Programme Manager and Senior Advisor Regulatory Policy to plan, scope and progress policy projects
- Assists with identifying and recording project risks and issues and escalates them to senior team members as appropriate.
- Facilitates consultation and engagement with internal and external stakeholders, including organising meetings and preparing materials.
- Prepares draft discussion papers and summaries of stakeholder feedback.
- Maintains contact with Ministry of Transport and other relevant agencies to support information sharing and project alignment.

International Engagement

- Assists with the coordination of responses to international enquiries and information requests under supervision.
- Supports liaison with other government departments and agencies on matters related to international obligations and relationships.
- Supports the development of relationships with international counterparts by participating in bilateral and multilateral meetings
- Assists with logistical and administrative tasks related to New Zealand's participation in international aviation conferences and events.

Other

- Contributes to organisational responses to ministerial and parliamentary questions, briefings and reporting as required
- Assists with team reporting requirements
- Provides advice and comment on consultation documents and policy papers received from other government organisations
- Develops links with other units across the CAA
- Maintains regular contact with Ministry of Transport and other Government officials as required
- Participates actively and positively in meetings, planning and initiatives designed to improve effectiveness/productivity
- Participates in and supports organisational initiatives to improve systems and outputs
- Supports other roles within the Unit



- Carries out work and conducts interpersonal relationships in a way that supports CAA's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi
- Contributes to, maintains knowledge of, and practices Health and Safety processes and initiatives.

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 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 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

- Tertiary qualification or equivalent experience in a relevant field
- Sound written and oral communication skills, including the ability to write concisely and use plain English for a range of audiences.
- Proven analytical and problem-solving ability, and demonstrated critical thinking skills
- Ability to show initiative, plan work and deliver results to the required standard and deadlines, with a minimum of supervision
- Good networking skills with the ability to build relationships
- Experience in a policy development role in the public sector

