

Team Leader

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 as an organisation and what we are about

Everything we do is related towards the achievement of our **outcome** - 'safe and secure skies to help New Zealand fly'. Our success in this is simple: we will have the following **impacts**:

Being safe – fewer people die or sustain injury while participating in the aviation system.

Feeling safe – people's choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **objectives** are:

Improved sector safety performance – we target areas of risk within the aviation system, and work to diminish these risks, improving the overall performance of the system.

Effective and efficient security services – we continue to effectively identify and mitigate security threats, while making sure passengers and goods can travel smoothly.

A vibrant aviation system is one that makes a strong contribution to the wellbeing of New Zealanders, through enabling quality of life, and supporting a strong economy.

Scope

Reports to:	Manager, Certification Organisations
Direct Reports:	TBA, and dependent on which team the T/L will lead. Refer list immediately below
Team:	102 115/149 121/129/141/CS/DG/STD 145/146/147/148/19F 135 RW/137/141 125/135 FW/141/STD

Location: **Various locations in New Zealand**

Role Overview

This role is responsible for leading a team of Inspectors responsible for assessing organisations seeking to operate in the aviation system, to ensure they meet the requirements for certification, and completing all associated activity necessary to gain assurance that the operation meets the required standards detailed in the relevant Civil Aviation Rules, and to make and give effect to certification decisions.

Core Responsibilities

- Build and maintain a high-performing team that delivers on organisational expectations and requirements through effective workforce planning and workload management, people capability development and engagement, financial oversight and management, performance management, and

quality oversight of the work of the team.

- Adherence to the Authority Code of Conduct, including privacy and personal information rules.
- Ensure staff are trained in safe practices and procedures in their specific areas of work.
- Investigate and report wellbeing and safety incidents raised by staff within required timeframes.
- Develop and maintain excellent working relationships and networks internally and externally with relevant industry groups, organisations and individuals.
- Ensure participant issues are addressed appropriately.
- Use critical thinking to identify areas/actions that will help prevent safety failures and improve safety within the relevant sector.
- Exercise balanced and evidence based judgement when making recommendations and decisions within the scope of delegated authority.
- Analysis and reporting of any emerging issues or risks to the Authority.
- Provides timely, relevant and appropriate advice to the Manager, Certification Organisations.
- Supports investigations required by section 15 of The Civil Aviation Act and Aviation Related Concerns.
- Exercise delegated powers and functions within the specified legal process.
- Contributes to and assists with the development and maintenance of advisory information and the development of in-house procedures.
- Leads and Assists with training seminars, regulatory training and advice for industry.
- Provides feedback for improvements in specialised industry areas.
- Ensure appropriate dissemination of technical information internally and externally.
- Maintain own technical/professional knowledge to appropriate standards.
- Maintain and update Authority records relevant to assigned tasks.
- Work on tasks and projects with other groups/units across the Authority, and other regulatory agencies, as directed by the team leader or manager.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of EEO and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practice Health and Safety processes and initiatives

Qualifications Required for the Role

Team	Qualification
102	Holds or has held an ICAO recognised professional pilot licence or RPAS Operator Licence, and preferably holds or has held an Instructor Category Rating and a wide range of flight examiner approvals, or equivalent Military experience.
115/149	<p>Holds or has held an ICAO recognised professional pilot licence or Glider Pilot License, and preferably holds or has held an Instructor Category Rating and a wide range of flight examiner approvals, or equivalent Military experience, (or)</p> <p>Holds an ICAO Aircraft Maintenance Engineer Licence or has recognised equivalent experience, and/or experience in a certificated maintenance/overhaul/manufacturing</p>

	organisation or equivalent. Extensive experience in GA aircraft maintenance management an advantage.
121/129/141/CS/DG/STD	<p>Holds, or has held, an Airline Transport Pilot Licence (ATPL) or equivalent pilot licence and type ratings suitable for the aircraft type(s) this role will deal with. Airline jet experience and management experience, and a comprehensive knowledge of aircraft navigation and performance applicable for the type of aircraft operations the Inspector will encounter an advantage, (or)</p> <p>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.</p>
145/146/147/148/19F	<p>Holds an ICAO Aircraft Maintenance Engineer licence with a minimum of five years' aircraft maintenance management experience, or holds an Engineering Diploma (or equivalent) in a relevant aviation discipline with a minimum of five years' aircraft maintenance management experience, (or)</p> <p>Holds an ICAO Aircraft Maintenance Engineer licence (Avionics) with a minimum of five years' aircraft maintenance management experience, or holds an Engineering Diploma (or equivalent) in a relevant electronic or electrical discipline with a minimum of five years' aircraft maintenance management experience.</p>
135 RW/137/141	<p>Holds or has held an ICAO recognised professional pilot licence (helicopter, or fixed-wing with agricultural rating). High level of relevant technical skill and experience in a broad range of commercial helicopter (or fixed-wing agricultural) operations. Flight instruction, multi-engine, IFR, and/or other specialist operations, including agricultural operations an advantage. Has a sound understanding of the requirements for safe aircraft operations including, but not limited to, piston and turbine powered helicopters, and including agricultural aircraft operations, (or)</p> <p>Holds an ICAO Aircraft Maintenance Engineer</p>

	Licence or has recognised equivalent experience, and/or management experience in a certificated maintenance/overhaul/manufacturing organisation or equivalent. Has a sound understanding of the requirements for the maintenance of piston and turbine powered helicopters and agricultural aircraft.
125/135 FW/141/STD	<p>Holds, or has held, an Airline Transport Pilot Licence (ATPL) or equivalent pilot licence and type ratings suitable for the aircraft type(s) this role will deal with. High level of relevant technical skill and experience in a broad range of commercial aircraft operations, including flight instruction, multi-engine, IFR, and/or other specialist operations an advantage, (or)</p> <p>Holds an ICAO Aircraft Maintenance Engineer Licence or recognised equivalent, and/or aircraft maintenance management experience in a certificated maintenance/overhaul/manufacturing organisation or equivalent. Has a sound understanding of the requirements for the maintenance of the aircraft types utilised by Part 125 and 135 operators.</p>

Skills and Experience to be Successful

- Proven experience in effectively managing and supporting a team across all areas of staff management including performance management.
- Experience with coaching, mentoring, and staff development in order to build highly effective teams.
- Sound understanding of the New Zealand civil aviation legislative and regulatory framework and other statutory requirements affecting the team's associated sector of the aviation industry.
- Working knowledge of the operational procedures and administrative requirements for training, standards, and safety/quality assurance.
- Ability to build and maintain professional and technical credibility, both within the CAA and industry.
- Well-developed interpersonal skills, including the ability to effectively communicate with a wide range of internal and external customers in a confident and positive customer-orientated manner.
- Proficiency in Microsoft Office suite.
- Proven ability to work with minimal supervision and possessing the resilience to handle change and re-prioritise work.
- Proven ability to make effective evidence based decision making.
- Ability to travel both domestically and internationally.
- Proven experience in effectively managing and supporting a team across all areas of staff management including performance management.
- Experience with coaching, mentoring, and staff development in order to build highly effective

teams.

- Experience in applying safety management principals.

My Decision Making Authority

- Financial and People Delegations : TBA
- Direct reports - TBA
- Key working relationships
 - Certification Manager Organisations
 - Manager Certification
 - Chief Advisors
 - Other organisational managers, team leaders and staff as required

The Attributes I Need To Be Successful

As a member of the Civil Aviation Authority I need to demonstrate:

Systems Thinking	Identifies the components of complex systems, their interactions and the implications for system performance
Problem solving	Fosters a collaborative approach to identify, understand, and fix the important problems that have a negative impact on the aviation system
Critical thinking	Arrives at balanced and evidence-based judgements on complex regulatory issues through the disciplined use of analytical and evaluative techniques

As a **Leader** at the Civil Aviation Authority I need to demonstrate the following traits and qualities:

Leadership Traits	
Resilient	<ul style="list-style-type: none"> • We are aware of our challenges and the impact of these challenges on others and actively manage them. • We demonstrate empathy and care for ourselves and for our colleagues, and contribute to an Authority culture of care that supports building our resilience
Self-aware and Agile	<ul style="list-style-type: none"> • We leverage self-awareness to improve skills, encouraging feedback on our own performance, self-assessing, and consequently adapting our approach
Honest and Courageous	<ul style="list-style-type: none"> • We are willing to have difficult conversations, call out inappropriate behaviour, and stand up and do the right thing. • We model the right behaviour and support others to do the same. • We admit to not knowing, to not being right every time, to failing, to being vulnerable, and to accept and value those traits in others
Curious	<ul style="list-style-type: none"> • We use our curiosity to drive us to build our collective capability and intelligence. • We show genuine interest, explore novel approaches and ask questions to gain deeper understanding

Leadership Qualities	
Informed Decision Maker	<ul style="list-style-type: none"> • We have full appreciation of the system(s) an issue exists in. • We understand our environment through critical appraisal of information, identifying a variety of perspectives, probing for causality and testing our thinking. • We use intelligence, reasoning and intuition to inform and provide sound advice. • We develop contingencies to deal with issues as they arise.
Strategic	<ul style="list-style-type: none"> • We create shared vision which generates enthusiasm, brings energy and a commitment to the Authority. • We look ahead, including, but extending beyond, the system(s) in question. • We consider societal, political, financial, economic, and environmental goals, and think about outcomes (not outputs), in the domestic, regional, and global context. • We naturally and readily build strategic alliances with other agencies. • We look for the big picture to provide the high level view and the long term goals. • We foresee and manage risk appropriately.
Embraces Continuous Improvement	<ul style="list-style-type: none"> • We foster innovation. • We are open to new ideas and approaches. • We initiate and embrace change and guide others through it. • We continue to learn and develop our capability, while reflecting and embedding past learnings and celebrating our success.
Influencer	<ul style="list-style-type: none"> • We lead with purpose, persuasion and inspiration. • We engage with others to influence the environment we operate in and beyond. • We communicate clearly, demonstrate leadership and impact and gravitas, establish trust and build motivation to get results.
Politically Aware	<ul style="list-style-type: none"> • We work well to inform and influence political representatives and navigate political issues. • We understand reputational and environmental impacts of issues and understand legislative cycles. • We navigate political issues with tact, diplomacy, real engagement, and transparency. • We understand and influence the internal politics of the organisation for the positive.
Collaborator	<ul style="list-style-type: none"> • We take the time to develop sustainable, productive relationships to accomplish outcomes. • We are inclusive in our interactions and decision making, making the best use of the skills and experience available. • We back each other, communicate openly and honestly, follow through, and provide support to achieve true collaboration through trust. • We recognise there are differences in approach and/or opinion and help and encourage others to have constructive and challenging discussions.
Identifies, Motivates & Develops Talent	<ul style="list-style-type: none"> • We set clear expectations, support and reinforce high performance. • We share and teach our specific technical skills, coaching and mentoring our people to develop individual and collective capability. • We empower people to make sound decisions by integrating blended learning and development to build the right mind-sets and overcome resistance to change.

	<ul style="list-style-type: none"> • We encourage, recognise and reward leadership behaviours and attributes, enabling our people to understand, value, and seek to develop their potential. • We develop people in the way that best suits them and their personal leadership style and ambitions, making space for that to happen.
Communicator & Engager	<ul style="list-style-type: none"> • We build and sustain working relationships that contribute to making a difference for the Authority. • We read people and situations, using those observations respectfully to understand others' points of view • We are skilled in and model effective communication: knowing whom to speak with, how, when, and using what sort of information and delivery. • We communicate in an accurate, timely, responsive and consistent manner.
Enhances Team Performance	<ul style="list-style-type: none"> • We set realistic goals, objectives, and expectations for ourselves, our teams and that are aligned to the Authority vision. • We monitor and strengthen team cohesion and performance, and create success based on achievement. • We manage our own and our team's priorities effectively. • We delegate effectively and maintain appropriate oversight of work. • We recruit and develop talent, manage culture and capability in our teams and across the Authority.
Leads a Safe Culture	<ul style="list-style-type: none"> • We lead by example by ensuring our actions and the environment we work in do no cause harm to ourselves or others. • We are guided by our Health & Safety systems which are delivered through deliberate interventions to ensure we operate in a safe and secure environment and participate by communicating our suggestions and concerns. • We embrace diversity in our workforce and are inclusive in our approach to delivering outcomes. • We act to address any instances of unsafe practice or unfair behaviour.