

Team Leader Product Certification

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: Certification Manager Aircraft and Products

Direct Reports: 8

Location: National Office, Wellington

Role Overview

Leads a team of Certification and Flight Test Engineers responsible for entry and exit control of products into the civil aviation system – the certification of aircraft types, products, parts and appliances into the system.

The role is accountable for ensuring that all aircraft types, products, parts and appliances certificated to operate within the New Zealand civil aviation system meets the required standards detailed in the relevant Civil Aviation Rules.

Core Responsibilities

- Build and maintain a high-performing Product Certification unit that delivers on organisational expectations and requirements through effective financial oversight and management, workforce planning and workload management, people capability development and engagement, performance management and quality oversight of the work of the unit.
- 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.
- Adherence to the Authority Code of Conduct, including privacy and personal information rules.

- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.
- 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.
- Work on tasks and projects with other groups/units across the Authority, and other regulatory agencies, as directed by the manager

Qualifications Required for the Role

- Bachelor of Engineering Degree or equivalent, with a minimum of eight years' of commercial experience in related engineering fields.
- Specialist aircraft airworthiness and design qualifications and experience.

Skills and Experience to be Successful

- An awareness of requirements covering Civil Aviation Regulations Rules Part 21, 39, 43, 47, 91, 146 and Part 148 and/or equivalent foreign regulations.
- An understanding of the compliance requirements for aircraft and product design approvals.
- An understanding of the requirements for aircraft type certificates, type acceptance certificates and supplemental type certificates.
- An understanding of the airworthiness requirements to support operational approvals.
- An understanding of the requirements of design and manufacturing organisations.
- An understanding of the requirements of an external design delegation holder.
- 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.
- Well-developed interpersonal skills, including the ability to effectively communicate with a wide range of internal and external customers in a confident and positive manner.
- An understanding of the design and manufacturing procedures and administrative requirements for airworthiness certification 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.
- Proven ability to work with minimal supervision and possessing the resilience to handle change and re-prioritise work.
- An ability to travel both domestically and international if required.
- Bachelor of Engineering Degree or equivalent, with a minimum of eight years' of commercial experience in related engineering fields.
- Specialist aircraft airworthiness and design qualifications and experience.
- Experience in conducting audits and investigations that involve safety, quality or risk based management systems.
- 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.
- 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.
- An understanding of ICAO/international standards and recommended practices for civil aviation.
- Membership or Registration with a relevant professional body.

My Decision Making Authority

- Financial and People Delegations : Nil
- Direct reports - 8
- Key working relationships
 - Certification Manager Aircraft and Products
 - Manager Certification
 - Certification Manager Organisations
 - Chief Advisor Airworthiness
 - Team Leader Aircraft Inspection & Registration
 - 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

	<p>best use of the skills and experience available.</p> <ul style="list-style-type: none"> • 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 out 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. • 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.