

Position Description

Aviation Safety Advisor

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 Aviation Safety Advisor role is one of leadership, engagement, and influence.

It's a strategic role connecting the aviation industry with the Civil Aviation Authority and helps both parties focus their attention and activity on strategic safety issues. The role requires varied approaches to engage with different stakeholders on complex issues. It requires the ability to exercise good judgement and discretion to resolve problems.

Where necessary the Aviation Safety Advisor will engage and inform CAA on the issues that need active regulatory stewardship, to preserve public safety and confidence in the aviation system.

Key dimensions

Group:	Regulatory Enablement and Response	
Team:	Engagement and Interventions	
Reports to:	Manager, Engagement and Interventions	
Location:	National Office, Wellington	
Salary band:	Band 17	
Financial:	N/A	Delegation Level = Tier 4
People:	Direct Reports = N/A	Delegation Level = Tier 4
Organisational 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"> Wider Regulatory Enablement and Response group. Wider Aviation Safety Oversight group. 	External: <ul style="list-style-type: none"> Aviation participants. User groups and associations. Aerodromes.
Essential requirement/s:	<ul style="list-style-type: none"> Drivers licence Holds or has held an individual aviation document (CAR Parts 61 or 66), NZ LAME - preferably an IA Certificate holder New Zealand pilot licence, CPL or ATPL 	

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 expectations of leaders and all staff.

Key accountabilities

Aviation Safety Advisors must:

- be able to undertake functional and technical duties that are aligned to international standards of practice. Refer to 'CAA Regulatory Capability Framework' for function and technical performance descriptors
- use targeted insights and intelligence to inform education and safety activities
- work in a way to maintain trust and ability to engage openly with the aviation industry
- provide specialist aviation safety advice to aviation industry participants, and instil trust that's seen as direct and truthful. Drive engagement and empower participants.
- establish and maintain productive and professional communications with aviation industry participants through site visits (primary means of engagement) and other methods of communication
- balance stakeholder requirements, both internal and external, understand their expectations and needs
- lead and facilitate aviation industry and interest group participation, and consultation with the CAA to enhance aviation safety, open communication with the CAA and rules compliance relating to aviation activities
- lead, develop, and facilitate aviation safety workshops, seminars, and training courses for the general aviation participants.
- engage with, and participate in, aerodrome/heliport user group and safety group forums
- promote CAA initiatives to the GA aviation community, including encouraging responding to NPRMs when appropriate
- respond to aviation sector safety risks by identifying appropriate safety initiatives and promoting adoption of these initiatives through coordinated CAA and industry engagement
- use critical and systems thinking to identify areas/actions that will help prevent safety failures and improve aviation safety
- maintain own technical and professional knowledge to appropriate standards
- know key regulatory functions such as licensing, certification, and investigation
- provide technical input into the rule and advisory circular development process
- promote and provide SME advice, and deliver CAA safety products/messaging to industry, including, where appropriate, community organisations.

Competencies

Get Smart – knowledge and context: Level 3 ***

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 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 in meeting 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

- High level of relevant technical skill and experience in the New Zealand aviation industry.
- Empathetic but assured communication skills.
- Has held a senior person / management role in a CAA-approved aviation company.
- Working knowledge of the New Zealand civil aviation legislative and regulatory framework and other statutory requirements affecting the aviation industry.

