

Position Description

Aviation Security Officer

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

To ensure correct action is carried out to protect Civil Aviation and prevent and/or deal with breaches of aviation security and safety.

Key Dimensions

Group:	Aviation Security	
Team:	Aviation Security Operations	
Reports to:	Team or Shift Leader	
Location:	Auckland, Hamilton, Wellington, Christchurch, Dunedin, Invercargill, Queenstown	
Salary Band:	N/A	
Financial:	N/A	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: • Team members • Team/Shift Leader	External: • Passengers • Airport workers
Essential requirement/s:	• Drivers Licence • Warranted position • Passing Basic Training Course (BTC) • Medical Check • Police Vetting • Airport Identity Card (AIC)	

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

- Carry out pre-flight security screening and hold baggage screening of departing passengers and their baggage.
- Perform mobile, foot and static patrols in assigned areas.



- Carry out hazard inspections of runways and other operational areas including navigational installations which may endanger aircraft and where required, remove any hazard which may be causing danger.
- Security and safety is not compromised.
- Issue temporary ID cards to persons authorised to wear them; complete documentation and recording/cancellation procedures.
- Carry out checks to ensure ID cards are displayed appropriately in security areas.
- Supervise movements of passengers, organisation employees, aircraft and vehicles in aerodrome movement areas to ensure safety is not compromised.
- Escort vehicles and persons in operational areas when required.
- Control access points as required.
- Attend to any incidents that come to the attention of the officer.
- Report all serious incidents to the appropriate supervisor and record such incidents that have occurred during the period of duty.
- Provide immediate response to any call for assistance from the pilot or crew of any aircraft.
- Prevent breaches of aviation security and safety in the area assigned and attend to any such matters which come to the notice of the officer.
- Liaise with and assist other agencies.
- Carry out operation room watch and all relevant administrative duties.
- Carry out all duties that are assigned by the supervisor or officer in charge.
- Adhere to all regulations and relevant Aviation Security legislation, Aviation Crimes Act, ICAO Annex 17 and the Civil Aviation Act.
- Keep current with local instruction and policy and maintain a good knowledge of contingency plans, relevant law and practices.
- Legislation and AvSec policies and procedures are complied with.
- Refer all requests, applications or other matters affecting the Service which cannot immediately be dealt with by the officer to the supervisor or officer in charge.
- Comply with all AvSec Health and Safety policies and procedures.
- Comply with the Aviation Security Exposition document and Aviation Security Service Code of Conduct.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.
- Customers are dealt with in a respectful and professional manner.
- Relationships with stakeholders are maintained.
- People and property relating to the aviation environment are safe.
- The Authority is a safe workplace and meets legislative standards.



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 1 ■■■

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

- Awareness of excellence in customer service.
- Willingness to work in a flexible manner in a changing environment.
- Knowledge of an airport and/or security environment.
- Experienced in dealing with the public.
- Experience in or the ability to understand and apply legislation in a practical, commonsense manner.
- Empathy with different cultures.
- Experience in or acceptance of working in a 24-hour, 7 day a week rotating shift worker environment.
- Strong verbal and written English skills.
- Competent working knowledge of the Aviation Security Service statutory and rules framework, in particular the Civil Aviation Act and pursuant regulations, CAA rules, National Aviation Security Programme and ICAO Annex 17 requirements.
- Strong Interpersonal skills.
- Commitment to the principles of quality management and best practice.
- Comply with the Health and Safety in Employment Acts (1992 and 2002).
- All employees of the Aviation Security Service shall take all practicable steps to ensure:
 - Their own safety while at work (including using suitable protective clothing and suitable protective equipment provided by the Aviation Security Service).
 - That no action or inaction by an employee of the Aviation Security Service while at work causes harm to any other person.

