

Position Description

Certification Engineer

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

Responsible for working either individually or as part of a team assessing new aircraft types, products, parts and appliances to ensure they meet the requirements for certification, completing all associated activity necessary to gain assurance that the product meets the required standards detailed in the relevant Civil Aviation Rules, and to make and give effect to product certification decisions.

Will have specialist areas of expertise associated with aircraft and product certification.

Key Dimensions

Group:	Aviation Safety Oversight	
Team:	Certification and Monitoring	
Reports to:	Manager, Product	
Location:	National Office, Wellington	
Salary Band:	Band 17	
Financial:	Nil	Delegation Level = None
People:	Direct Reports = No	Delegation Level = None
Key Relationships:	Internal: <ul style="list-style-type: none"> Aviation Safety Oversight staff Other staff across the organisation 	External: <ul style="list-style-type: none"> Aviation participants ICAO
Essential requirement/s:	<ul style="list-style-type: none"> Delegated position Specialist aircraft airworthiness and design qualifications and experience Bachelor of Engineering Degree or equivalent in an aeronautical, electrical or mechanical discipline; specialist aircraft airworthiness and design qualifications and experience. 	

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 the CAA's commitment to the Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe by following the responsibilities laid out in our people policies and our Health, Safety and Wellbeing Commitment statement.

Key Accountabilities

- Conduct audits and inspections, certification and investigations of aviation participants (Air Operator, Design and Manufacturing organisations) as required.



- Carries out and documents assessments for the issue, renewal and amendment of aviation documents and approvals in accordance with the appropriate entry standards and requirements.
- Plan and conduct aircraft type acceptance/certification activities for issuing a Type Acceptance Certificate or a Type Certificate.
- Plan and conduct compliance assessment activities of products, appliances and components as required.
- Raises and submits reports and makes recommendations for assessment of the airworthiness requirements to support operational approvals, when required.
- Carries out engineering investigations and makes recommendations on airworthiness issues including input to ICAO and international agreements.
- Provides input for the issue of external delegations for design and the performance of delegation holders.
- Exercises delegated powers and functions legitimately.
- Provides specialist advice on aircraft certification and other related specialist areas to other Units in the CAA.
- Works on other tasks and projects as may be required from time to time to assist the achievements of CAA vision, mission, business, group, unit and team goals.
- Provides feedback into the safety certification entry and exit processes.
- Work on tasks and projects with other groups/units across the CAA, and other regulatory agencies, as directed by the team leader or manager.
- Support the wider Aviation Safety Group and CAA outputs as required.

Core Competencies

Collaborates – Building the partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives • Represents own interests while being fair to others and their areas • Partners with others to get work done • Credits others for their contributions and accomplishments • Gains trust and support of others
Plans and Aligns – Planning and prioritising work to meet commitments aligned with organisational goals	<ul style="list-style-type: none"> • Sets objectives to align with broader organisational goals • Breaks down objectives into appropriate initiatives and actions • Stages activities with relevant milestones and schedules • Anticipates and adjusts effective contingency plans
Customer Focus - Building strong customer relationships and delivering customer centric solutions	<ul style="list-style-type: none"> • Gains insight into customer needs • Identifies opportunities that benefit the customer • Builds and delivers solutions that meet customer expectations • Establishes and maintains effective customer relationships



Action Oriented – Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm	<ul style="list-style-type: none"> • Readily takes action on challenges, without unnecessary planning • Identifies and seizes new opportunities • Displays a can-do attitude in good and bad times • Steps up to handle tough issues
Interpersonal Savvy – Relating openly and comfortably with diverse groups of people	<ul style="list-style-type: none"> • Relates comfortably with people across levels, functions, culture, and geography • Acts with diplomacy and tact • Builds rapport in an open, friendly, and accepting way • Builds constructive relationships with people both similar and different to self • Picks up on interpersonal group dynamics

Skills and Experience

- An awareness of requirements covering Civil Aviation Regulations Rules Part 21, 39, 43, 47, 91, 146 and Part 148 and/or equivalent foreign regulations, along with a sound understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements.
- Demonstrate experience in conducting audits and investigations that involve safety, quality and risk-based management systems.
- Specialist training and experience in one or more of the following subjects - fatigue and damage tolerance analysis; additive manufacturing; aircraft maintenance and reliability programs, aviation communications, navigation and surveillance systems; aircraft control systems; aircraft software certification and system safety analysis.
- 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 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.
- 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.
- Specialist aircraft airworthiness and design qualifications and experience.
- Experience in conducting audits and investigations that involve safety, quality and risk-based management systems.
- 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.
- Experience in conformity inspection of aircraft and aircraft parts.
- An understanding of ICAO/international standards and recommended practices for civil aviation.

