

EDD Handler

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

An EDD Handler works closely with the wider AvSec team at their local airport to undertake various operational duties within the airport environment. They are responsible for searching aircraft, hold stowed baggage, unattended items, terminal facilities, lounges, cargo, airport carparks, vehicles entering or within the Security Enhanced Area and other duties within the wider airport environment.

They have a responsibility to maintain an operational standard of security, both proactive and reactive, and this includes the standard of their dog. Often a handler is responsible for managing their own time when carrying out operational duties. On occasions they may be asked to travel to other regions to help support another airports operation.

EDD Handler can operate in stressful situations and are required to make good decisions quickly and independently. There are times an EDD Handler may assist an external agency with matters related to national security, and this may require travel at short notice throughout New Zealand and include locations away from the airport.

Key Dimensions

Group:	EDD	
Team:	EDD	
Reports to:	EDD Team Leader	
Location:	Wellington, Auckland, Christchurch, Dunedin, Queenstown	
Salary Band:	N/A	
Financial:	N/A	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
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: • Team members • EDD Team Leader • Other AvSec staff • EDD Training Team	External: • Passengers • Airport workers • Other Agencies
Essential requirement/s:	• Drivers Licence • Warranted position • Explosive Handling Certificate • Other essential requirement – e.g. Medical Practicing Cert / A CAT Licences / passing the BTC / Airport Identification Card (for airport-based roles)	

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

- EDD Handlers are required to undergo training to achieve operational certification standard at the New Zealand Police Dog Training Centre in Trentham or at a nominated airport. Once full operational status is achieved, the trainee assumes the position of Operational EDD Handler and then continues to train and maintain an Explosive Detector Dog to provide Explosive Detection services for AvSec.
- The Explosive Detector Dog training at the New Zealand Police Dog Training Centre or a nominated Airport is 10 weeks total duration. It includes practical sessions, formal lectures and written examinations. It also covers the care for an Aviation Security Service dog to the required standards including housing, healthcare, feeding, exercise, transport and ongoing training.
- Maintain the standard of an operational dog with the support of the EDD Training Team.
- Successfully complete four Certified Assessments and an Annual Assessment.
- Manage own time to carry out duties that enhance the security to aviation.
- Complete Safe Handling of Explosives training in accordance with the Hazardous Substances and New Organisms Act.
- On some occasions EDD Handlers are required to work in high-threat environments and make effective decisions potentially in highly stressful situations.
- Identify and communicate animal health and training problems to their Team Leader.
- Act as an effective ambassador for AvSec by applying high standards in dealings with the NZ Police training personnel and other agencies.
- Comply with all AvSec and New Zealand Police policies and procedures, relating to animal health, animal management, and EDD management.
- Apply all Aviation Security Service health and safety procedures and contribute to the maintenance of a safe workplace.
- Achieve Advanced Handler status to help support NZ Police with off airport deployments.
- Carry out other such duties as may be required from time to time for the efficient and effective performance of the Aviation Security Service.

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

- Ideally a warranted AvSec Aviation Security Officer able to demonstrate experience in all officer duties, or able to become one.
- Demonstrates a sound understanding of the responsibilities and demands of an AvSec EDD Handler.
- Displays confidence in basic dog handling skills, including a sound understanding of the responsibilities involved in caring for a working dog.
- Understands the deployments required of explosive detector dogs and manages the risks involved with such deployments .
- Demonstrates temperament to consistently and reliably perform EDD duties to a high standard.
- Willingness to be trained in handling explosives.
- Meets the medical and fitness requirements of an AvSec EDD Handler as established by a comprehensive medical examination.
- Resides in suitable accommodation for the development and security of an AvSec explosive detector dog and any accompanying equipment.
- Ability to perform effectively and consistently in a pressured environment.
- Must be flexible regarding rostered shift allocations and hours worked.
- Must reside within 60 minutes travel distance of the Airport of employment.
- Live on a property suitable for the housing of an explosive detector dog.

