

# Position Description

## EDD Trainer

### 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 EDD Trainer is part of a national team of Trainers, who develop and deliver a national training and assessment programme for all operational EDD Teams (Handlers, Team Leaders and dogs).

The Trainer is responsible for delivering EDD Courses that have been planned in conjunction with the Manager Standards and Training, and the other Trainers; courses are held mainly at the Police Dog Training Centre at Trentham, and at Auckland Airport; this includes assisting with the Readiness Assessment for EDD Handlers and dogs.

The role is also responsible for undertaking Regular Assessments of all operational EDD Teams, providing national coverage in association with the other Trainers.

The Trainer is required to manage an explosive detector dog at operational level, ready for the dog to be deployed at short notice; although not required to maintain operational certification.

## Key Dimensions

<b>Group:</b>	People and Capability	
<b>Team:</b>	Learning and Capability	
<b>Reports to:</b>	Team Leader, EDD Learning Delivery and Standards	
<b>Location:</b>	Located by agreement with the Manager	
<b>Salary Band:</b>	Band 15	
<b>Financial:</b>	Nil	Delegation Level = Nil
<b>People:</b>	Direct Reports = Nil	Delegation Level = Nil
<b>Key Relationships:</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Team Leader and other EDD Trainers</li> <li>• EDD Managers and staff in Aviation Security</li> </ul>	<p>External:</p> <ul style="list-style-type: none"> <li>• Service providers</li> <li>• Suppliers</li> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>• Is a warranted Aviation Security Officer (or able to qualify as one by sitting the Aviation Security Basic Training Course).</li> <li>• Able to travel and has a clean full drivers license</li> </ul>	



## 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

### Training design

- Work as part of a national team of Trainers, to develop and deliver a national training and assessment programme for all operational EDD Teams (Handlers, Team Leaders and dogs).
- In conjunction with the Team Leader, EDD Learning Delivery and Standards and other trainers, develop and implement regular formal training programs for EDDU members to ensure they maintain skills and knowledge and eliminate performance discrepancies.
- Analyse operational deployment methods from time to time to ensure training is delivered to meet those needs.
- Assist in research, design, writing, and development of training advances and materials as and when required.
- Provide progress reports as required on the implementation of prescribed training policy and practices.

### EDD Courses

- Plan and make arrangements for EDD Courses, in conjunction other Trainers.
- Deliver EDD Courses, held mainly at the Police Dog Training Centre at Trentham, and at Auckland Airport; working with the other Trainers to ensure coverage of the required number of EDD Courses each year.
- Assist with undertaking the Readiness Assessment for EDD Handlers and dogs (at the start of the EDD Course).

### Training plans and records

- Work with the other Trainers, and with EDD Handlers and Team Leaders to develop and oversee the implementation of training plans for all members of EDD teams.
- Work with the other trainers to ensure that all EDD Handlers and Team Leaders are scheduled sufficient time to maintain currency; for Supervised Training; and for timely re-certification as an Aviation Security Officer and Maritime Security Officer, and for Airside Driving.
- Ensure that Team Leaders organise their time and the local rosters to provide sufficient time for them to undertake the required level of Supervised Training of the EDD Teams reporting to them.
- Ensure that all EDD Handlers and Team Leaders maintain and submit their training records as required.
- Provide progress reports as required on the implementation of training plans, policy, and practices.

### Regular Assessments

- Undertake Regular Assessments of all operational EDD Teams; planning and providing national coverage for these in association with the other Trainers.



- Document all assessments.
- Identify remedial training needs; develop, and ensure implementation of responses.
- Back up Team Leaders in supervised training of their direct reports, including scenarios and off-airport training, as may be required from time-to-time.

### **Explosives training**

- Maintain a Hazardous Substances and New Organisms Act Explosive Handling Certificate
- Maintain explosives training sample supplies.
- Maintain explosives records, standards, and best practice in storage and handling of explosives.
- Supervise explosives training for EDD Handlers, and report on standards.
- Maintain certified training records and manage currency of certification requirements.

### **Manage an explosive detector dog**

- Manage an explosive detector dog at operational level, ready for the dog to be deployed at short notice to replace an ailing or non-performing dog.
- Although the Trainer is not required to maintain operational certification, be prepared to be certified operational in an emergency situation.

### **Selection of EDD Handlers and dogs**

- Contribute to recruitment and selection of EDD Handlers, including monitoring and assessing prospective Handlers from a succession planning perspective, as requested.
- Assist with evaluation and monitoring of puppies and dogs being assessed for the EDDU, as requested.

### **Aviation Security contribution**

- Participate in special projects at either nationwide or local level, as and when required.
- Provide a positive influence to help maintain the health, safety & wellbeing of employees

## **Core Competencies**

### **Get Smart – Knowledge & Context: Level 2 \*\*\***

*Understands the role of the Authority within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the Authority. Follows the guidance and processes expected of all Authority 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 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 2 \*\*\***

*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 Authority Values.*



## Skills and Experience

- Holds or is studying towards a relevant animal behaviour/training qualification
- Demonstrated ability as an operational EDD Handler.
- Demonstrated capability in the understanding of EDD training principles, along with the ability to monitor requirements instigated by the Manager Standards and Training.
- Demonstrated ability at effectively mentoring, and delivering quality training to, others.
- Demonstrated understanding in the overall care and management of working explosive detector dogs.
- Good knowledge of aviation security passenger screening, baggage and cargo processes, systems and technology.
- Proficient with Microsoft Excel, Word, and Outlook.
- Committed to the principles of quality management and best practice.
- Is a warranted Aviation Security Officer (or able to qualify as one by sitting the Aviation Security Basic Training Course).

