

# Position Description

## Head of Emerging Technologies Programme

*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 Emerging Technologies Programme (ETP) aims to enable the safe, secure and effective integration of emerging technologies into the civil aviation system by providing an effective regulatory interface and acting as a bridge between CAA and its emerging technologies stakeholders. In doing so, the ETP supports the Government's economic development and innovation objectives.

The Head of ETP supports this by facilitating engagement with internal and external stakeholders to identify complex and emerging aviation challenges, while enabling the provision of strategic decision-making support through collaborative engagement with leaders and SMEs within the CAA's ETP community.

The Head of ETP enables support to CAA ETP activities as the people leader of the ETP Team, which acts as a consistent touchpoint for emerging technology participants who want to enter the aviation system.

## Key Dimensions

<b>Group:</b>	System, Strategy and Policy	
<b>Team:</b>	Emerging Technologies Programme	
<b>Reports to:</b>	Deputy Chief Executive, System, Strategy and Policy	
<b>Location:</b>	National Office	
<b>Salary Band:</b>	20	
<b>Financial:</b>	Yes	Delegation Level = 3
<b>People:</b>	Direct Reports = 5-7	Delegation Level = 3
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>Executive Leadership</li> <li>Aviation Safety Oversight Group</li> <li>Aviation Security Oversight Group</li> <li>Strategy, Policy and International Engagement</li> <li>Operational Policy, Practice and Design</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>Equivalent roles in other Government and aviation system agencies within New Zealand</li> <li>Emerging Technologies Counterparts in the 5 NAA and Singapore</li> <li>The aviation innovation sector</li> <li>Aviation participants</li> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>Security Clearance</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 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.
- As leaders, we are accountable for building trust, fostering growth, and empowering teams. We create environments that prioritise well-being, collaboration, and performance, ensuring our people feel valued and supported. We bring to life the CAA's leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.

## Key Accountabilities

- Is responsible for portfolio leadership of the CAAs activities relating to new and emerging technologies by leading and driving the integrated delivery of the ETP functions at a strategic level.
- Lead and coordinate engagement with other national aviation authorities and agencies to identify opportunities for improvements to the ETP.
- Support innovators to identify regulatory pathways for new technologies and develop mature applications in preparation for integration into the aviation system.
- Advise and assist with the development and implementation of integration trials for emerging aviation technologies
- Work collaboratively as a member of the System, Strategy and Policy Leadership Team and the CAA Senior Management Group, to provide system leadership and drive organisational improvement.
- Build and maintain a high-performing team that delivers on organisational expectations and requirements through effective financial oversight and management, workforce planning and workload management, people capability development and engagement, performance management and quality oversight of the work of the team.
- Actively manage relationships with stakeholders, groups and interests, represent and promote the ETP to support, explain and build the overall reputation, purpose and performance of the ETP.
- Lead and coordinate the Emerging Technologies Programme Team outputs to ensure delivery groups, and the wider organisation, are supported to deliver regulatory functions in a timely manner.
- Collaborate with leaders within the ETP Community to ensure the focus and work of the ETP is fit for purpose and is in alignment with regulatory priorities, ETP Steering Group direction, and best practices.
- Enable continuous business improvement in relation to emerging technologies by supporting CAA's policy and operational business units.

## Competencies

### Get Smart – Knowledge & 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 3 \*\*\*

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 3 ■■■**

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 3 ■■■**

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.

**Lead Smart – Focus On Our People: Level 2 ■■■**

Effective leadership is about building trust, fostering growth, and empowering teams to succeed. Leaders create environments that promote well-being, collaboration, and high performance by balancing care and challenge. At every stage, they prioritise people and ensure individuals feel valued.

## Skills and Experience

- Proven track record of experience and achievement in functional and people leadership in a complex environment.
- Proven history of developing high performing teams through effective motivation, empowerment and delegation.
- Strong political acumen, and experience building strong stakeholder relationships at a system level.
- Ability to network effectively in a consultative and collaborative manner, influencing and building credibility across a range of internal and external stakeholders (internal and external).
- Demonstrated understanding of the role and function of a regulatory agency, and the ability to quickly gain an in-depth understanding of the aviation regulatory system.
- Demonstrated understanding of the opportunities and challenges for regulators and innovators in an emerging technologies environment.
- Relevant aviation qualification or experience is desired.

