

Position Description

Manager, Standards

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 Manager, Standards, is responsible for leading a team of technical specialists and advisors responsible for the development, maintenance and implementation of aviation personal licensing standards, technical standards, delegated examiner systems and associated regulatory oversight activities.

The Manager, Standards provides operational and people leadership for the Standards function, including workforce planning, work programme prioritisation, performance management, and resource allocation.

The role provides operational leadership to ensure the Standards team delivers high-quality technical advice, standards development, examination and assessment oversight, and regulatory stewardship activities that support safe entry into, and participation within, the aviation system.

Working closely with the Manager, Licensing, Chief Medical Officer, Certification and Monitoring leader, and other regulatory specialists, the Manager, Standards ensures that aviation standards remain effective, proportionate, risk-based and aligned with domestic and international best practice.

The Manager, Standards, contributes to the licensing and Standards function by ensuring consistent delivery of operational programmes, technical guidance material, delegated authority frameworks, examiner oversight, and standards related projects.

Key Dimensions

Group:	Aviation Safety Oversight	
Team:	Licensing and Standards	
Reports to:	Head of Licensing and Standards	
Location:	Wellington National Office	
Salary Band:	Band 19	
Financial:	N/A	Delegation Level = Tier 4
People:	Direct Reports = 4	Delegation Level = Tier 4
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: - Members of Aviation Safety Oversight Group - Staff across the CAA	External: - Delegated Examiners - Aviation Training Organisations - Aviation Industry Participants - Relevant Industry groups and bodies
Essential requirement/s:	- Relevant Aviation qualification, license or equivalent experience in an aviation discipline - Delegated position	



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

- Manager, Standards must have capability to undertake functional and technical duties as aligned to international standards of practice. Refer to 'CAA Regulatory Capability Framework' for function and technical performance descriptors.
- Lead and develop a high-performing Standards team through effective leadership, coaching, workforce planning, performance management and capability development
- Lead the delivery of standards-related functions and programmes, ensuring consistent, timely and high-quality outputs
- Manage the development, review and maintenance of aviation personnel licensing standards, technical standards, guidance material and associated regulatory frameworks
- Coordinate and prioritise the Standards work programme across personnel licensing standards, delegated examiner oversight, theory and syllabus activities, fixed wing and rotary wing examiner systems, engineering licensing standards, and standards development initiatives
- Support specialist staff by setting priorities, removing barriers to delivery, providing coaching and development opportunities, and representing team needs in organisational planning and decision-making forums
- Oversee delegated examiner systems and processes, including recruitment, training, authorisation, monitoring and performance assurance activities
- Provide informed operational, technical and regulatory leadership and facilitate access to authoritative technical advice through specialist subject matter experts, including the Principal Advisor Standards and senior technical specialists
- Ensure standards and guidance material remain aligned with legislation, aviation rules, international obligation and organisational objectives



- Collaborate with Licensing, Certification and Monitoring, Medical, Policy and other regulatory teams to maintain a consistent regulatory approach
- Lead and contribute to projects supporting regulatory reform, continuous improvement and modernisation initiatives
- Build and maintain productive relationships with industry stakeholders, training organisations, examiner networks and government agencies
- Identify emerging risks, trends and opportunities relevant to personnel licensing standards and training systems and recommend appropriate interventions
- Participate and contribute to governance forums, working groups and industry engagement activities
- Exercise delegated authorities and responsibilities within approved delegations

Competencies

Get Smart – Knowledge & Context: Level 2 ■■■

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 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 2 ■■■

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 CAA Values.

Lead Smart – Focus On Our People: Level 1

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

- Holds or has Held an ICAO CPL or ATPL License, preferably with examiner ratings
- Demonstrated experience in aviation personnel licensing, aviation standards development, flight operations, engineering licensing, training systems, or aviation regulatory oversight.
- Proven people leadership and team management experience.
- Strong understanding of aviation regulatory systems and personnel licensing frameworks.



- Demonstrated experience in aviation standards, operational aviation environments, examination systems, training systems, or related regulatory functions.
- Strong understanding of Part 61 personnel licensing standards and associated regulatory frameworks is desirable
- Strong analytical and problem-solving capability with the ability to interpret complex technical and regulatory information.
- Excellent written and verbal communication skills, including the ability to translate technical matters into practical guidance.
- Experience leading change initiatives and implementing continuous improvement activities.
- Demonstrated ability to build effective working relationships with internal and external stakeholders.
- Ability to influence and achieve outcomes through credibility, expertise and professional relationships.
- Knowledge of ICAO standards and international aviation licensing frameworks would be advantageous.
- Commitment to developing others and building a positive, high-performing team culture.

Relationship with Principal Advisor Standards

The Manager Standards is accountable for people leadership, work programme delivery, operational management, resource allocation and team performance.

The Principal Advisor Standards provides senior strategic, technical and regulatory leadership, including advice on complex standards issues, regulatory integrity, quality assurance, and emerging regulatory risks.

The two roles operate in partnership to ensure both effective people leadership and strong technical stewardship of the Standards function.

