

Policy Advisor

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 as an organisation and what we are about

Everything we do is related to our **vision and purpose** – *a safe and secure aviation system - so people are safe and feel safe, when they fly.*

We will have the following **impacts**:

Being safe – fewer people die or sustain injury while participating in the aviation system.

Feeling safe – people’s choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **pathways** to achieve this are:

Leadership and influence – through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

Active regulatory stewardship – we monitor and care for the civil aviation regulatory system through our policy and operational activities.

Professional regulatory practice – we act to identify risk and reduce it through intelligence-led intervention.

Scope

Reports to:	Principal Policy Advisor
Group:	System and Practice Design
Location:	National Office Wellington

Role Overview

The Policy Advisor contributes to the development of high-quality policy advice from the International and Regulatory Strategy unit to the CAA and external stakeholders.

The Policy Advisor also has responsibility for the management of projects assigned to them within the unit’s business plan.

Core Competencies

<p>Communicates Effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>	<ul style="list-style-type: none"> • Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels • Attentively listens to others • Adjusts to fit the audience and the message
---	--

	<ul style="list-style-type: none"> • Provides timely and helpful information to others across the organisation • Encourages the open expression of diverse ideas and opinions
<p>Manages Complexity - Making sense of complex, high quality and sometimes contradictory information to effectively solve problems</p>	<ul style="list-style-type: none"> • Asks the right questions to accurately analyse situations • Acquires data from multiple and diverse sources when solving problems • Uncovers root causes to difficult problems • Evaluates pros and cons, risks and benefits of different solution options
<p>Action Oriented – Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm</p>	<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
<p>Manages Ambiguity – Operating effectively, even when things are not certain or the way forward is not clear</p>	<ul style="list-style-type: none"> • Deals comfortably with the uncertainty of change • Effectively handles risk • Can decide and act without total picture • Is calm and productive, even when things are up in the air • Deals constructively with problems that do not have clear solutions or outcomes
<p>Interpersonal Savvy – Relating openly and comfortably with diverse groups of people</p>	<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
<p>Manages Complexity - Making sense of complex, high quality and sometimes contradictory information to effectively solve problems</p>	<ul style="list-style-type: none"> • Asks the right questions to accurately analyse situations • Acquires data from multiple and diverse sources when solving problems • Uncovers root causes to difficult problems • Evaluates pros and cons, risks and benefits of different solution options

Core Responsibilities

- Undertakes and assists with policy development on a range of aviation related policy issues, including:
 - Proactively monitoring the aviation environment to identify new policy issues as they arise
 - Preparing policy papers for senior managers on issues raised through the CAA issue assessment process and as requested

- Assisting with the development of policy for regulatory and legislative proposals as required, including development of regulatory impact statements
- Drafts and co-ordinates responses to ministerial and parliamentary questions, briefings and reporting
- Effectively delivers allocated projects, including:
 - Planning, coordinating and implementing
 - Involving the right people – both within the CAA and Ministry of Transport, as well as across Government and in the aviation sector
 - Delivering the project on-time and within budget
- Assists with team reporting requirements
- Assists to coordinate the CAA input into international meetings, reporting and advice
- Monitors developments in policy within the International Civil Aviation Organization (ICAO) and other relevant international agencies and provides advice to the CAA and others as appropriate
- Responds to requests from overseas organisations for information and advice on matters within the CAA's area of responsibility
- Provides advice and comment on consultation documents and policy papers received from other government organisations
- Develops links with other units across the CAA
- Maintains regular contact with Ministry of Transport and other Government officials
- Assists with the involvement of the aviation sector in the policy development process
- Participates actively and positively in meetings, planning and initiatives designed to improve effectiveness/productivity
- Participates in and supports organisational initiatives to improve systems and outputs
- Supporting other roles within the Unit
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.

Outcomes

- The International and Regulatory Strategy unit and the CAA are recognised by our Authority colleagues, the aviation sector, industry, and the Ministry and Minister of Transport as an effective and efficient policy team
- The Authority is a safe workplace and meets legislative standards.

Skills and Experience to be Successful

- Tertiary qualification or equivalent experience in a relevant field
- Sound written and oral communication skills
- Proven analytical and problem-solving ability

Position Description

- Ability to show initiative, plan work and deliver results to the required standard and deadlines, with a minimum of supervision
 - Good networking skills with the ability to build relationships
 - Experience in a policy development role in the public sector is desirable but not necessary.
-