

# Position Description

## Principal Advisor, Regulatory Policy

*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 Strategy, Policy and International Engagement team leads the provision of end-to-end safety and security regulatory direction and clarity from identifying emerging trends and risks, developing appropriate strategic, rule, and policy setting responses, through to determining priorities, and translating system regulatory responses into practical regulatory and operational practice and policy.

The Principal Advisor, Regulatory Policy supports this work by providing expert advice, quality analysis and guidance on the development and coordination of regulatory policy, rules and other related instruments, and legislative change – to support safety and security outcomes.

They will work with the Manager, Regulatory Policy and International Engagement and other Principal Advisors to set and deliver the regulatory policy and rule development programmes collaborating with SME's from the operational delivery groups and Chief Advisors to ensure their expertise is fed into rules and policy development as early as possible.

The Principal Advisor, Regulatory Policy will provide oversight, mentoring, and leadership of advisors on individual projects as required.

## Key Dimensions

<b>Group:</b>	System, Strategy and Policy	
<b>Team:</b>	Strategy, Policy and International Engagement	
<b>Reports to:</b>	Manager, Regulatory Policy and International Engagement	
<b>Location:</b>	Wellington	
<b>Salary Band:</b>	18	
<b>Financial:</b>	Nil	Delegation Level = None
<b>People:</b>	Direct Reports = None	Delegation Level = None
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>Managers and teams in the System, Strategy and Policy Group</li> <li>Managers and teams across CAA</li> </ul>	External: <ul style="list-style-type: none"> <li>Ministry of Transport</li> <li>Aviation regulators in other jurisdictions</li> <li>International Civil Aviation Organization (ICAO)</li> <li>Other Government agencies</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 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

- Lead the development of aviation safety and security regulatory policy (taking into account both domestic and international requirements) to enable appropriate interventions to be designed, developed and deployed.
- Builds strong relationships across CAA, and works collaboratively with stakeholders, to ensure regulatory policy development is informed by operational insights, are fit for purpose and meet operational needs.
- Drive the rule development work programmes, ensuring it aligns with CAA direction and priorities and contractual obligations to the Ministry of Transport for the development of rules.
- Lead the development and delivery of policy projects to ensure delivery of high-quality policy advice and results including reviews of the civil aviation regulatory system undertaken from time-to-time in accordance with the Civil Aviation Act.
- Support the development of legislative proposals as required.
- Provides advice and comment on consultation documents and policy papers received from other government organisations.
- Provide thought leadership, and technical advice, to the leadership team and wider CAA on key regulatory policy matters, and the embedding of this across CAA capability and delivery.
- Support the Manager, Regulatory Policy and International Engagement in building strong and collaborative relationships with stakeholders in other government agencies, ICAO and with the Ministry of Transport, to understand current and future legislative requirements and negotiate / agree the rule development programme to support this.
- Develop, maintain, and facilitate strong working relationships with delivery groups to gain SME input into regulatory policy development, and advise on policy changes as required.
- Provides technical leadership, coaching and mentoring to team members to support the development and delivery of the team.
- Maintains a well-developed awareness of CAA issues, and Aviation trends, to identify risks and issues, and develop options for resolution.
- Researches and studies international and domestic best practice aviation safety and security regulatory policies.
- Uses data, insights and robust analysis to ensure regulatory policies are fit for purpose and key performance measures and goals are in place.

## Core Competencies

<p><b>Collaborates</b> – Building the partnerships and working collaboratively with others to meet shared objectives</p>	<ul style="list-style-type: none"> <li>• Works cooperatively with others across the organisation to achieve shared objectives</li> <li>• Represents own interests while being fair to others and their areas</li> <li>• Partners with others to get work done</li> <li>• Credits others for their contributions and accomplishments</li> </ul>
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	<ul style="list-style-type: none"> <li>• Gains trust and support of others</li> </ul>
<b>Decision Quality</b> – Making good and timely decisions that keep the organisation moving forward	<ul style="list-style-type: none"> <li>• Makes sound decisions, even in the absence of complete information</li> <li>• Relies on a mixture of analysis, wisdom, experience and judgement when making decisions</li> <li>• Considers all relevant factors and uses appropriate decision-making criteria and principles</li> <li>• Recognises when a quick 80% solution will suffice</li> </ul>
<b>Courage</b> – Stepping up to address difficult issues, saying what needs to be said	<ul style="list-style-type: none"> <li>• Readily tackles tough assignments</li> <li>• Faces difficult issues and supports others who do the same</li> <li>• Provides direct and actionable feedback</li> <li>• Is willing to champion an idea or position despite dissent or political risk</li> </ul>
<b>Systems Thinking</b>  Identifies the components of complex systems, their interactions and the implications for system performance	<ul style="list-style-type: none"> <li>• Understands participants' business context, drivers and operating model and the impact these have on the business' structure, and purpose.</li> <li>• Accurately maps the participants' business functions, technologies and processes and how these interact.</li> <li>• Draws on the expertise of colleagues to identify the probable causes of system underperformance or failure.</li> <li>• Systematically identifies any unintended or hidden impacts of business systems and process design.</li> <li>• When making assessments and recommendations, targets the factors which have the greatest and/or critical impacts on system underperformance or failure</li> </ul>
<b>Ensures Accountability</b> – Holding self and others accountable to meet commitments	<ul style="list-style-type: none"> <li>• Follows through on commitments and makes sure others do the same</li> <li>• Acts with a clear sense of ownership</li> <li>• Takes personal responsibility for decisions, actions and failures</li> <li>• Establishes clear responsibilities and processes for monitoring work and measuring results</li> <li>• Designs feedback loops into work</li> </ul>
<b>Organisational Savvy</b> – Manoeuvring comfortably through complex policy, process	<ul style="list-style-type: none"> <li>• Is sensitive to how people and organisations function</li> <li>• Anticipates land mines and plans approach accordingly</li> </ul>



and people-related organisational dynamics	<ul style="list-style-type: none"> <li>• Deals comfortably with organisational politics</li> <li>• Knows who has power, respect, and influence</li> </ul>
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## Skills and Experience

- Tertiary qualification or equivalent experience in a relevant field
- Extensive policy development experience in a regulatory environment
- Demonstrated ability to coordinate and project manage complex, organisation wide, initiatives.
- Thorough understanding of the machinery of government
- Experience coaching and mentoring others to increase performance capability and delivery.
- Proactive and effective management of internal and external relationships, using influencing and persuading techniques to build confidence and trust.
- Demonstrated ability to build credibility at the most senior levels of an organisation where your advice, guidance and leadership is actively sought and highly valued.
- Well-developed ability to critically analyse and interpret complex information and make effective, well-reasoned decisions.
- Strong writing skills with ability to convey complex information

