

# Position Description

## Principal Advisor, Regulatory Quality Oversight

*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 Principal Advisor, Regulatory Quality Oversight is responsible for providing thought leadership, technical advice, and recommendations to the Manager, Quality and Assurance Oversight and senior management to ensure quality, assurance and oversight activities are informed by a robust understanding of relevant regulatory frameworks and aviation security and safety systems both domestically and internationally.

While this position is not a delegated regulatory decision-maker, this role is responsible for applying detailed knowledge about CAA's regulatory responsibilities into a quality, assurance and oversight context and ensuring they align and are mutually beneficial.

This position provides advice across the entire organisation's regulatory activities, with a particular focus on supporting the function within the Quality and Assurance Oversight team which undertakes oversight, on behalf of the Director and Chief Executive to ensure compliance with Part 140 and/or any other rule requirements (where applicable), and with International Civil Aviation Organisation (ICAO) expectations (i.e. Annex 17).

This role is expected to be able to provide advice wearing different 'hats' and in different contexts, depending on the framework the oversight activity is being undertaken.

## Key Dimensions

<b>Group:</b>	Assurance and Governance	
<b>Team:</b>	Quality and Assurance Oversight	
<b>Reports to:</b>	Manager, Quality and Assurance Oversight	
<b>Location:</b>	National Office, Wellington	
<b>Salary Band:</b>	Band 18	
<b>Financial:</b>	Nil	Delegation Level = Nil
<b>People:</b>	Direct Reports = Nil	Delegation Level = Nil
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>• Manager, Quality and Assurance Oversight</li> <li>• Analyst, Quality Systems</li> <li>• Regulatory Policy and International Engagement team</li> <li>• Operational Quality Assurance Lead</li> <li>• Wider Assurance and Governance group</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> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>• National 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

- Provides technical leadership, coaching and mentoring to team members to support the development and delivery of the team.
- Supports the Manager, Quality and Assurance Oversight to develop and enable the successful leadership of quality, assurance and oversight activities.
- Provides thought leadership, technical advice, and recommendations to the Manager, Quality and Assurance Oversight and senior management, to ensure quality, assurance and oversight activities are informed by a robust understanding of regulatory frameworks and aviation security and safety systems both domestically and internationally.
- Specifically, they will provide advice to ensure quality, assurance, and oversight activities take into account, and are aligned with:
  - safety and security regulatory requirements and desired outcomes
  - nuances and understanding of complex and overlapping regulatory systems requirements in the Civil Aviation Act 2023, particularly requirements relating to Aviation Security as an aviation security screening provider
  - international obligations, particularly those outlined in applicable ICAO Articles, annexes, and standards and recommended practices (SARPs)
    - this includes providing advice to ensure oversight activity of Aviation Security obtains an appropriate level of independent assurance of their compliance with obligations
- Takes a lead role in supporting the design and approach to Special Purpose Audits, including of Aviation Security.
- Leads the development and delivery of sensitive or complex projects and key pieces of work to support the work of the Quality and Assurance Oversight team, including the audit programme and specific assurance activities.
- Maintains a well-developed awareness of organisational issues, and Aviation trends, to identify risks and issues, and develop options for resolution.
- Builds strong relationships across CAA, while maintaining the highest levels of integrity
- Applies a nuanced understanding of the frameworks through which it is undertaking activities and adjusts approach and advice accordingly



- Uses data, insights and robust analysis of the aviation environment to ensure quality, assurance and oversight work is fit for purpose and able to be measured.
- Develop and maintain strong working relationships with aviation regulators in other jurisdictions, and with the International Civil Aviation Organization (ICAO)

## Core Competencies

### Get Smart – Knowledge & Context: Level 3 ■■■

*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 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 Authority Values.*

## Skills and Experience

- Deep experience in a complex regulatory and/or regulatory policy environment with international linkages.
- Deep understanding of applicable legislative and regulatory frameworks, including (but not limited to), the Civil Aviation Act 2023
- Deep understanding of both aviation security and safety regulatory systems, both domestically and internationally
- Demonstrated ability to coordinate and project manage complex initiatives.
- 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.
- Relevant tertiary qualification and/or relevant experience.
- Thorough understanding of the machinery of government.



- Strong critical thinking and analytical skills to organise and understand information from a variety of sources at all levels.
- Some experience with / knowledge of auditing, quality and assurance, and/or certification practices would be advantageous.

