

Position Description

Principal Advisor, 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 Principal Advisor, Standards provides technical support, advice, coaching and mentoring to the flight examiner standards team members to supplement the development and delivery of the licencing and standards functions.

The Principal Advisor, Standards supports the Head of Licencing and Standards with regulatory decision-making in respect to the internal and external delegated flight examiners, ensuring that the required regulatory standards are met, and regulatory decision-making with respect to personnel licensing to ensure a safe and secure aviation system.

The Principal Advisor, Standards is responsible for monitoring national and international standards and where necessary advising and leading developments to keep NZ aviation standards in line with best practice. The role provides technical advice for the creation and writing of aviation standards, the development of rules, advisory circulars and policy. They will be a lead conduit and interface for other groups, especially those that draw on or require input from aviation standards. This includes engaging with teams responsible for Regulatory Policy and Operational Policy, Practice and Design teams.

The role will provide expert cross organisational Flight Standards advice and will support other teams across the CAA, including investigations, and aviation security as required. The position will require the holder to engage with internal and external stakeholders and participants in the aviation system.

Key Dimensions

Group:	Aviation Safety Oversight	
Team:	Licencing and Standards	
Reports to:	Head of Licencing and Standards	
Location:	National Office	
Salary Band:	18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Operational 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: <ul style="list-style-type: none"> Licencing and Standards wider team Aviation Safety Oversight group Regulatory Policy and Operational Policy, Practice and Design teams and wider CAA teams. 	External: <ul style="list-style-type: none"> Aviation examination service provider - ASPEQ Equivalent roles in other regulatory agencies within New Zealand Equivalent roles in other National Aviation Authorities, i.e. CASA Stakeholders and participants in the NZ aviation system. Other relevant industry groups and bodies.



Essential requirement/s:	<ul style="list-style-type: none"> • Delegated position • Holds a current or has held a NZCAA Part 61 Pilot, 65 ATS or 66 AMEL individual aviation document • Holds a current or has held for at least 5 years a relevant examiner qualification attached to their licence
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Shared Accountabilities

- We work professionally, aligned with our Values, Code of Conduct and guiding Authority 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

- Supporting the Head of Licencing and Standards to ensure that certificated approved operational training courses and assessments and certificated (and non-certificated) training aviation standards are sufficient and relevant to ensure effective controls operate over the aviation system, and that only participants that meet the appropriate regulatory requirements as specified in the Civil Aviation Act and relevant Civil Aviation rules are licensed or certified to operate safely within the aviation system.
- Contributing to the design, implementation and evaluation of regulatory interventions intended to address new, emerging and existing technology and safety challenges in the aviation system, this may involve coordinating CAA participation in the industry engagements and outreach activities. Provide the future horizon scanning for new and upcoming trends and technology relating to flight standards and engage closely with the Emerging Technologies team.
- Provide thought leadership, and technical advice, to the Flight Examiner Standards team members and all other CAA Flight Examiners. Provide advice, guidance and future horizon scanning on aviation standards to support certification, monitoring and surveillance, intelligence, regulatory and safety investigations.
- Provide oversight and support to CAA delegated external Flight Examiners.
- Lead or participate in the development and delivery of sensitive or complex projects and key pieces of work across the CAA, including the creation, drafting and revision of standards and rules, interpretation of the rules, determining solutions for problems and issues with the rules or their application, preparation of advisory circulars, guidance for informing CAA policy, training and operational standards.
- Support the Standards team with flight examining duties as required. Support other groups, teams across the CAA as required from an SME perspective.
- Develop and maintain contact with ICAO and other national aviation authorities (NAA's) to ensure that NZ's aviation standards are aligned with international requirements and best practice. Act as a key contact within industry for Flight Standards from General Aviation through to the Airline level.



- Maintain a well-developed awareness of organisational issues, and Aviation trends, to identify risks and issues, and develop options for resolution.
- Build strong relationships across the Authority, and works collaboratively with stakeholders, to ensure initiatives are informed by operational insights, are fit for purpose and meet operational needs. Use data, insights and robust analysis to ensure aviation standards meet the appropriate regulatory requirements.

Core Competencies

Collaborates – Building the partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives • Represents own interests while being fair to others and their areas • Partners with others to get work done • Credits others for their contributions and accomplishments • Gains trust and support of others
Decision Quality – Making good and timely decisions that keep the organisation moving forward	<ul style="list-style-type: none"> • Makes sound decisions, even in the absence of complete information • Relies on a mixture of analysis, wisdom, experience and judgement when making decisions • Considers all relevant factors and uses appropriate decision-making criteria and principles • Recognises when a quick 80% solution will suffice
Courage – Stepping up to address difficult issues, saying what needs to be said	<ul style="list-style-type: none"> • Readily tackles tough assignments • Faces difficult issues and supports others who do the same • Provides direct and actionable feedback • Is willing to champion an idea or position despite dissent or political risk
Systems Thinking Identifies the components of complex systems, their interactions and the implications for system performance	<ul style="list-style-type: none"> • Understands participants' business context, drivers and operating model and the impact these have on the business' structure, and purpose. • Accurately maps the participants' business functions, technologies and processes and how these interact. • Draws on the expertise of colleagues to identify the probable causes of system underperformance or failure.



	<ul style="list-style-type: none"> • Systematically identifies any unintended or hidden impacts of business systems and process design. • When making assessments and recommendations, targets the factors which have the greatest and/or critical impacts on system underperformance or failure
Ensures Accountability – Holding self and others accountable to meet commitments	<ul style="list-style-type: none"> • Follows through on commitments and makes sure others do the same • Acts with a clear sense of ownership • Takes personal responsibility for decisions, actions and failures • Establishes clear responsibilities and processes for monitoring work and measuring results • Designs feedback loops into work
Organisational Savvy – Manoeuvring comfortably through complex policy, process and people-related organisational dynamics	<ul style="list-style-type: none"> • Is sensitive to how people and organisations function • Anticipates land mines and plans approach accordingly • Deals comfortably with organisational politics • Knows who has power, respect, and influence

Skills and Experience

- Deep experience supporting the oversight of aviation standards in a certified aviation organisation and/or experience in regulatory oversight and/or an in-depth understanding of the aviation regulatory framework and systems with reference to operational and training aviation standards
- Demonstrated ability to coordinate and project manage complex, organisation wide, 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.

