Position Description

Regional Head of Aviation Security

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 Aviation Security group has overall responsibility and accountability for delivery of aviation security from a system-level perspective.

The Regional Heads of Aviation Security will be responsible for all aviation security regulatory delivery functions that operate at security designated aerodromes in their respective geographic area.

The Regional Heads of Aviation Security will work in close partnership to provide strategic oversight and leadership of key delivering functions, ensuring the delivery of aviation security service and related functions are effective and efficient, and that these meet CAA's statutory, legislative and other obligations and requirements.

They will work with their General Manager, Aviation Security to seamlessly balance delivering security outcomes and alignment with relevant policy settings, passenger facilitation and value-for-money.

Key Dimensions

Group:	Aviation Security	
Team:	Aviation Security North Aviation Security South	
Reports to:	General Manager, Aviation Security	
Location:	Upper North Lower North Upper South Lower South	
Salary Band:	20	
Financial:	Yes	Delegation Level = 4
People:	Direct Reports • Upper North (4) • Lower North (7) • Upper South (7) • Lower South (9)	Delegation Level = 4
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: • Aviation Security Leadership team • Enabling, support and quality assurance teams	External: • Participants • Stakeholders • Equivalent roles in other regulatory, and other public sector agencies including Police.
Essential requirement/s:	• Top Secret Security Clearance • Drivers Licence	

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.
- As leaders, we are accountable for building trust, fostering growth, and empowering teams. We create and support an environment that enables professional working relationships through collaboration both within the CAA and with parties we engage with. We bring to life the organisations leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.

Key Accountabilities

- Build and maintain a high-performing team that delivers on organisational expectations and requirements through effective financial oversight and management, workforce planning and workload management, people capability development and engagement, performance management and quality oversight of the work of the team.
- Support the General Manager, Aviation Security with strategic oversight and leadership relating to aviation security operations at security designated aerodromes in their respective locations, ensuring national consistency of delivery and management.
- Work collaboratively as a member of the Aviation Security Leadership Team and CAA Senior Management Group, to provide system leadership and drive improvement.
- Work with the General Manager, Aviation Security to seamlessly balance delivering security outcomes and alignment with relevant policy settings, passenger facilitation and value-for-money.
- Work collaboratively with enabling, support and quality and assurance functions led elsewhere in the organisation (e.g., digital, property, screening equipment servicing, internal audit etc.) and support these functions being embedded into local leadership teams.
- Actively engage in strategic planning, including national business continuity planning, and future workforce and personnel requirements
- Ensure all emergencies, special operations on and off airport, for example VIP visits and Maritime, are effectively planned, implemented and evaluated.
- Follows good governance practices (this includes anticipating and framing risks with supporting mitigations; knowing how to present information at the right level and where decision-making responsibilities lie and escalating where appropriate).

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 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 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.

Lead Smart – Focus on Our People: Level 3 ▪▪▪
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

- Proven history of leading a large, frontline workforce, balancing competing demands in a dynamic operating environment.
- Demonstrated understanding of the role and function of a regulatory agency, and the ability to quickly gain an in-depth understanding of the aviation regulatory system
- An aviation, security or airport-related background would be an advantage.
- Strong political acumen, and experience building strong stakeholder relationships at a system level.
- Ability to engage effectively in a consultative and collaborative manner, influencing and building credibility across a range of internal and external stakeholders (internal and external).
- Experience in operations management including risk management, business process improvement and activities with a significant customer service element.
- Demonstrated experience in leading, empowering and coaching teams, with an emphasis on performance management and employee engagement in an operational environment.
- Experience engaging with stakeholders in a similar, complex operating environment.
- Has experience in, understands and can work within appropriate policy settings and legislative requirements.