

Position Description

Rules Drafter

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 Rules Drafter is responsible for drafting of rules and other secondary legislative tools for the Civil Aviation Authority, including Transport Instruments and Notices to enable the Authority to deliver rule projects.

The Rules Drafter also contributes to overall system leadership and quality assurance for drafting practice at the CAA, including providing advice to ensure robust, consistent, and coherent regulatory frameworks are developed and implemented in accordance with applicable drafting guidance and standards.

Key Dimensions

Group:	Strategy, Policy and International Engagement	
Team:	Rules, Exemptions and Guidance	
Reports to:	Team Leader, Rules, Exemptions and Guidance	
Location:	National Office	
Salary Band:	17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> • Strategy, Policy and International Engagement Team • Legal • Aviation Safety Oversight Group • Aviation Security Group 	External: <ul style="list-style-type: none"> • Ministry of Transport • Legislative Design and Advisory Committee • Parliamentary Council Office
Essential requirement/s:	Current New Zealand Law Society Practising Certificate (or eligible to obtain one)	

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 CAA's commitment to Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe and by following the responsibilities laid out in our Health, Safety and Wellbeing Commitment Statement which outlines the expectations of leaders and all staff.

Key Accountabilities

- Draft legally precise rules in plain language, while maintaining a broad overview of the legislative framework including offences and penalties.
- Assist with producing associated explanatory and consultation material.



- Ensure formal and legislative requirements of the rules development process are met.
- Ensure the consistency and appropriateness of the rules style.
- Participate in the policy process to obtain and understand the technical and specialist input required to establish appropriate standards and rule requirements for aviation safety.
- Engage with subject matter experts to ensure secondary legislation meets technical and policy requirements.
- Keep up to date with current government drafting standards and requirements and ensure these are reflected in secondary legislation at the CAA.
- Peer review other drafting output within the Strategy, Policy, and International Engagement team.
- Contribute to consultation on rule proposals in accordance with the requirements of the Civil Aviation Act.
- Maintains regular contact with Ministry of Transport and other officials as necessary to assist the effective co-ordination and planning of rules projects.
- Assist with development and implementation of rules education programmes for the CAA and industry.
- Provide advice and guidance to others in the Strategy, Policy, and International Engagement team on interpretation of the Civil Aviation Rules, Transport Instruments, and Notices.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of EEO, the Treaty of Waitangi, and a diverse and inclusive workplace.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives — ensure these are applied as appropriate.

Competencies

Get Smart – Knowledge & Context: Level 2 ■■□

Understands the role of the CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the CAA. Follows the guidance and processes expected of all CAA 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 2 ■■□

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 2 ■■□

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 CAA Values.

Skills and Experience

- Significant experience drafting legislation and leading complex regulatory drafting projects in New Zealand or another Commonwealth jurisdiction



- Experience providing advice to wide range of audiences, to translate policy into action/application
- Strong analytical skills and ability to problem-solve in complex environments with experience of using these to create insights that drive process improvement
- Ability to influence and provide support and subject matter leadership to peers and staff
- Experience contributing and taking the lead in projects and programmes of work involving multiple objectives and diverse stakeholders in a fast-changing environment to meet overall project timeframes
- Demonstrated ability to identify risks, resolve complex legal issues, and develop strategies to manage risks.
- Ability to manage and coordinate a high volume of work in a dynamic environment
- Knowledge of the wider public sector environment, in particular, public sector legal issues.
- High degree of accuracy and attention to detail.

DRAFT

