

Position Description

Senior Advisor, Emerging Technologies Programme

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 primary role of the Emerging Technologies Programme Team (ETPT) is to be a bridge between the CAA and Industry, to ensure that the transition of emerging technologies into the aviation system is safe and effective. The Team also coordinates emerging technologies effort across the Authority's ETP Community which spans Licensing & Standards, Aeronautical Services Unit, Certification Organisations, Unmanned Aircraft Team, Monitoring and Inspection Team, Airworthiness Team, Product Team, Security Certification Team, Operational Policy, Practice and Design Team and the Strategy, Policy and International Engagement team.

The Senior Advisor role will contribute specialist aviation knowledge and expertise to help evaluate new concepts and lead and support the development of new regulatory approaches, both operationally and strategically. They will coordinate their effort with colleagues across the certification units to ensure that the approach taken to enable entry into the aviation system is consistent with the current Authority Regulatory Safety and Security Strategy. They will contribute to, and take information from, international bi/multilateral collaboration efforts.

The Senior Advisors' role is fundamentally twofold:

- **Gateway:** Helping innovators and operators enter the aviation system by identifying the regulatory pathways that they should consider taking, advise on the regulatory challenges they will encounter and ensure that they reach a level of maturity with their Concept of Operations (CONOPs) and programme/project planning that will support the work of the regulator. This will include understanding and contributing to technical appraisals of innovators'/operators' intent. This is part of the 'Gateway' process that underpins the Emerging Technologies Programme (ETP) Strategy for industry engagement.
- **Technical Expert:** Conducting research, engaging multilaterally and providing broad and/or strategic advice to the ETP Team and Community, based on technical expertise. This can include all levels up to and including the ETP Steering Group and directly to the Chief Executive. This will span informal communication and verbal briefings to formal peer reviewed reports.

Key Dimensions

Group:	System Strategy and Policy	
Team:	Emerging Technologies Programme	
Reports to:	Head of Emerging Technologies Programme	
Location:	Wellington	
Salary Band:	Band 17	
Financial:	None	Delegation Level = None
People:	Direct Reports = None	Delegation Level = None
Key Relationships:	Internal: <ul style="list-style-type: none"> • ETP Community • Digital 	External: <ul style="list-style-type: none"> • Associated Other Government Agencies



	<ul style="list-style-type: none"> • Aeronautical Services • Unmanned Aircraft Team • Deputy Chief Executive System Strategy and Policy • Chief Executive 	<ul style="list-style-type: none"> • International Civil Aviation Organisation • Associated industry and regulatory bodies • International Aviation Regulators • Assigned Innovator/Operators
Essential requirement/s:	<ul style="list-style-type: none"> • Nil 	

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 Authority's commitment to 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

- Be the gateway for innovations, which means leading pre-certification engagement with innovators/operators who are referred to the ETP Team and who wish to develop their concept by entering into the aviation system.
- Using robust project management principles, drive delivery of work from referral to delivery. This will include production of reports as necessary for the ETP Steering Group outlining the progress, risks and issues of each project assigned.
- Influence and collaborate with colleagues across the ETP Community, as well as other government and industry stakeholders to ensure that approaches taken to enable entry in the aviation system are consistent with domestic and international strategies.
- Conduct in-depth analysis of emerging trends and regulatory developments at national and international levels. Produce comprehensive papers that propose actionable recommendations to the ETP Steering Group.
- Be prepared to contribute to and undertake cross-functional work within the ETP whenever tasked. This includes contributing to preparation and delivery of advice and messaging through the CAA website and other media employed by the ETP as part of the Gateway process.
- Lead the formulation of strategic initiatives to engage with government bodies, international organisations, and industry stakeholders.
- Provide advice to leadership and representatives (Chief Executive, Head of ETP, International Forums) on matters relating to emerging aviation technologies.



- Represent the organisation by speaking at international events and conferences, sharing insights on advanced aviation policy and regulation to establish thought leadership and foster global dialogue.
- Design and facilitate workshops, forums, and discussions to promote dialogue on best practices in Emerging Technologies. Collaborate with cross-functional teams to ensure that initiatives align with global standards and contribute positively to the regulatory landscape.

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 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 Authority Values.

Skills and Experience

- Technical Knowledge: Understanding of advanced aviation technologies.
- Tertiary degree or equivalent experience in a relevant technical or regulatory/policy field.
- Knowledge of the Aviation Regulatory System
- Analytical Skills: Ability to analyse complex issues.
- Ability to receive, assimilate and understand large volumes of sometimes ambiguous technical and other information.
- Experience with bi/multilateral collaboration e.g. through forums or working groups, ideally at international technical level.
- A thorough knowledge of project management processes, with specific focus on risk assessment. Working knowledge of MS Project and PRINCE2 Practitioner or equivalent would be a distinct advantage.
- Communication Skills: Strong written and verbal communication skills for drafting reports, briefs, and engaging with stakeholders.
- Interpersonal Skills: Ability to work effectively with diverse teams and stakeholders, including government officials, industry leaders, and academics.
- The ability to Influence and lead industry and regulators.



- Stay Updated: A commitment to continuous learning, as advanced aviation rapidly evolves.
- Comfortable working in grey areas that fall between, concepts, regulatory definitions and standards.
- Knowledge of the Emerging Technologies sector and its importance to New Zealand is required.

