

Position Description

Senior Advisor, Operational Policy

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 Senior Advisor, Operational Policy will be responsible to develop operational policy in a consultative, engaged and timely way. The Senior Advisor will engage across the regulatory, communications and policy functions of the CAA (and where appropriate the sector) and will translate policy intentions into operational practice.

The role will lead the development of means by which the effectiveness of an operational policy can be assessed to aid the evaluation and revision of operational policies in future, and to help inform the work of the Performance and Assurance Group with respect to the effectiveness of the CAA.

Key Dimensions

Group:	System, Strategy and Policy	
Team:	Operational Policy, Practice and Design	
Reports to:	Manager, Operational Policy	
Location:	National Office, Wellington	
Salary Band:	17	
Financial:	Nil	Delegation Level = None
People:	Direct Reports = None	Delegation Level = None
Key Relationships:	Internal: - Staff in System, Strategy and Policy group - Operational Managers and SME's - Learning and Capability teams - Other staff across CAA	External: - Ministry of Cities, Environment, Regions and Transport (MCERT) - ICAO - Other regulatory/government agencies
Essential requirement/s:		

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

- Design and develop the organisation's operational policy, processes, procedures, and work tools
- Research and identify national and international best practice to help inform the development of operational policy
- Transform complex legislation and technical material into information that guides staff to perform their role effectively
- Engage with key stakeholders (including operational managers, SMEs and key decision makers) to develop operational policy that reflects our Strategy and regulatory approach.
- Work with key enabling teams including Learning and Capability, operational managers and quality systems to ensure new operational policy is implemented effectively and embedded into practice
- Conduct regular evaluations of operational policy material with a continuous improvement ethos.

Core Competencies

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

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 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

- Tertiary qualification in an appropriate field, desirable but not essential
- Demonstrate significant experience developing operational policy and guidance
- strong relationship building skills within a strongly technical internal environment
- Knowledge of the aviation regulatory systems is desirable
- Willing to acquire new skills
- Strong organisational and planning abilities
- Broadly focused and able to manage multiple efforts concurrently
- Willing to work across boundaries
- Demonstrated initiative and self-motivation
- Able to work alone with minimum supervision or as part of a team

