

# Position Description

## Senior Advisor, Regulatory 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, Regulatory Policy provides high quality, well researched and reasoned advice for the development and maintenance of a strategic policy framework and associated outcomes for the Civil Aviation Authority.

The Senior Advisor, Regulatory Policy manages projects within the unit's business plan and reports on activities and progress and contributes to leadership within the team.

## Key Dimensions

|                                    |                                                                                                                                                                      |                                                                                                                                                           |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Group:</b>                      | System Strategy and Policy                                                                                                                                           |                                                                                                                                                           |
| <b>Team:</b>                       | Strategy, Policy, and International Engagement                                                                                                                       |                                                                                                                                                           |
| <b>Reports to:</b>                 | Manager, Regulatory Policy and International Engagement                                                                                                              |                                                                                                                                                           |
| <b>Location:</b>                   | National Office                                                                                                                                                      |                                                                                                                                                           |
| <b>Salary Band:</b>                | Band 17                                                                                                                                                              |                                                                                                                                                           |
| <b>Financial:</b>                  | Nil                                                                                                                                                                  | Delegation Level = Nil                                                                                                                                    |
| <b>People:</b>                     | Direct Reports = Nil                                                                                                                                                 | Delegation Level = Nil                                                                                                                                    |
| <b>Organisational Delegations:</b> | N/A                                                                                                                                                                  |                                                                                                                                                           |
| <b>Key Relationships:</b>          | Internal: <ul style="list-style-type: none"> <li>• Leaders and teams in the System, Strategy and Policy group</li> <li>• Leaders and teams across the CAA</li> </ul> | External: <ul style="list-style-type: none"> <li>• Ministry of Transport</li> <li>• Aviation stakeholders</li> <li>• Other Government agencies</li> </ul> |
| <b>Essential requirement/s:</b>    | <ul style="list-style-type: none"> <li>• Security Clearance</li> </ul>                                                                                               |                                                                                                                                                           |

## 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

- Senior Advisor, Regulatory Policy must have capability to undertake functional and technical duties as aligned to international standards of practice. Refer to 'CAA Regulatory Capability Framework' for function and technical performance descriptors.



- Leads development of policy advice on a range of aviation related policy issues, from conceptual stage through to Cabinet decision, regulatory development, and planning for implementation.
- Assists with the development and review of regulatory and legislative proposals to advance co-operation with overseas safety authorities under technical agreements and mutual recognition and harmonisation initiatives.
- Contributes advice in respect of consultation documents, proposed strategies and policy proposals received from other government organisations.
- Presents policy proposals to senior management, other government agencies, the Ministry and the Minister.
- Supports design and development of Civil Aviation Rules and other regulatory interventions.
- Leads project teams and ensures projects are planned, coordinated and implemented.
- Identification and management of project risks and issues.
- Ensures internal stakeholders, aviation sector and industry groups, organisations and individuals are involved in the policy development process.
- Develops discussion documents for consideration by consulted parties to guide and enhance informed input and leads those discussions at meetings of consultation groups.
- Maintains regular contact with Ministry of Transport and other officials to assist the effective co-ordination and planning of projects and provides briefings as necessary.
- Provides support to internal and external stakeholders on managing international requests and issues.
- Responds to requests from overseas organisations for information and advice on matters within the CAA's area of responsibility.
- Liaises with other government departments and agencies on matters relating to our international relationships and responsibilities.
- Provides briefing papers and reports to CAA leadership and other agencies as appropriate on international engagement issues related to the CAA's areas of activity.
- Develops and maintains effective liaison relationships with individual States, including coordination of bilateral agreements.
- Liaises with overseas counterparts, industry and sector stakeholders, government agencies and CAA staff on issues relating to existing and proposed agreements with other jurisdictions.
- Coordinates the participation of the CAA in overseas conferences (including preparation and submission of papers) and facilitate the hosting of relevant international conferences in New Zealand.
- Works on other tasks and projects as may be required from time to time to assist the achievements of the CAA's vision, mission, business, group, unit and team goals.
- Mentors and assists other policy staff in their development and promotes understanding of the policy process throughout the organisation.
- Provides support and briefings to Ministers and Government as required.

## Competencies

### Get Smart – Knowledge & Context

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**

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**

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**

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**

- Tertiary qualification or equivalent experience in a relevant field.
- Experience in a policy development role preferably in the public sector and/or a regulatory environment.
- Sound research and problem analysis skills.
- Demonstrated critical, analytical and systems thinking skills.
- Ability to assimilate and translate technical information for use in a policy setting.
- Ability to relate positively to a wide range of stakeholders.
- Proven track record of contributing to and leading successful policy projects.
- Organisational, planning and project management abilities.
- Strong written and verbal communication skills, including the ability to write concisely and use plain English for a range of audiences.
- Ability to coach and mentor other staff members.

