

Position Description

Senior Advisor, Strategy (Equipment and Technology)

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 System and Organisational Strategy Team is responsible for providing strategic direction across the CAA, ensuring that is translated through to relevant plans and priorities, and is reflected in processes, systems and capabilities, to enable the CAA to meet current and future regulatory needs.

The Senior Advisor, Strategy (Equipment and Technology) will undertake research, engagement and horizon scanning to identify future needs and ensure these insights are incorporated into strategy and planning. This role has a specific focus on keeping up to date on trends, developments and evolving best practice in aviation security screening technology.

The Senior Advisor, Strategy (Equipment and Technology) will work in partnership with the Aviation Security Group and the Corporate Services Group on strategic planning relating to aviation security technology, equipment and infrastructure.

Key Dimensions

Group:	System, Strategy and Policy	
Team:	Strategy, Policy and International Engagement	
Reports to:	Manager, System and Organisational Strategy	
Location:	National Office (Wellington)	
Salary Band:	Band 17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: - Managers and staff in Workplace teams - Corporate Services group - Other Managers and staff across CAA	External: - Contractors and Vendors - MBIE Procurement
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

- Work collaboratively as a member of the System and Organisational Strategy Team to provide strategic direction to the CAA, develop key strategic documents and translate them into organisational plans.
- Take an organisational-wide (all of CAA) approach, and proactively partner with the business to ensure they understand CAA's strategic context and are engaged and aligned to the strategy.
- Undertake research and engagement on international and domestic best practices surrounding aviation safety and aviation security, with a particular focus on keeping informed on security techniques, systems, devices, practices and procedures.
- Identify any experimental, research or trials that the CAA should undertake relating to aviation security in collaboration with the Aviation Security Group and the Digital and Workplace teams. Provide advice to Digital and Workplace teams on opportunities for trials and proof of concept work.
- Undertake horizon scanning to identify future regulatory challenges that the CAA will need to plan for.
- Work with the Aviation Security Group and the Corporate Services Group on CAA planning in relation to Aviation Security technology, equipment and infrastructure, ensuring they align with the strategic direction of the CAA.
- Provide advice and guidance to the Aviation Security Group and the Corporate Services Group on:
 - the strategic direction of workplace delivery of services and equipment,
 - best practice and international trends relating to aviation security, and
 - future direction and challenges for the CAA.
- Build and maintain mutually beneficial partnerships with key internal and external stakeholders sharing the right information at the right time to enable informed decision making.

The Authority's Smart 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

- A relevant qualification, or experience working in a similar role
- Experience in research and engagement to stay up to date on trends and best practice is required.
- Experience in implementing and running horizon scanning exercises is required.
- Experience in internal and external engagement across Government and Sector organisations is required.
- Demonstrated ability to quickly understand and engage on equipment, technology and infrastructure is required.
- Experience engaging on technical settings, standards, or equipment is desirable but not necessary.
- Experience working with aviation security equipment, technology and infrastructure is desirable but not necessary.
- International engagement experience is desirable but not necessary.
- Must be able to get a security clearance if required.

