

Senior Medical Officer

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 as an organisation and what we are about

Everything we do is related to our **vision and purpose** – *a safe and secure aviation system - so people are safe and feel safe, when they fly.*

We will have the following **impacts**:

Being safe – fewer people die or sustain injury while participating in the aviation system.

Feeling safe – people’s choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **pathways** to achieve this are:

CAA strategy– we follow the CAA strategic plan to facilitate, influence and enable safety

Leadership and influence – through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

Active regulatory stewardship – we monitor and care for the civil aviation regulatory system through our policy and operational activities.

Professional regulatory practice – we act to identify risk and reduce it through intelligence-led intervention.

Scope

Reports to: **Manager Licensing and Standards
Chief Medical Officer (dotted line- professional medical oversight)**

Group: **Aviation Safety Oversight Group**

Location: **National Office, Wellington**

Role Overview

The Senior Aviation Medical Officer role includes responsibilities for the setting, maintenance and monitoring of aviation medical standards, practices and procedures and related duties within the aviation industry. Some of the key functions include assessing medical reports submitted in respect of applicants for flight crew and air traffic services licenses and acting as medical experts under the Civil Aviation Act flexibility process.

Core Competencies

<p>Communicates Effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>	<ul style="list-style-type: none"> • Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels • Attentively listens to others • Adjusts to fit the audience and the message • Provides timely and helpful information to others across the organisation • Encourages the open expression of diverse ideas and
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	opinions
Manages Complexity - Making sense of complex, high quality and sometimes contradictory information to effectively solve problems	<ul style="list-style-type: none"> • Asks the right questions to accurately analyse situations • Acquires data from multiple and diverse sources when solving problems • Uncovers root causes to difficult problems • Evaluates pros and cons, risks and benefits of different solution options
Collaborates – Building the partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives • Represents own interests while being fair to others and their areas • Partners with others to get work done • Credits others for their contributions and accomplishments • Gains trust and support of others • Supportive of colleagues
Balances Stakeholders – Anticipating and balancing the needs of multiple stakeholders	<ul style="list-style-type: none"> • Understands internal and external stakeholders’ requirements, expectations, and needs • Balances the interests of multiple stakeholders • Considers cultural and ethical factors in the decision-making process • Acts fairly despite conflicting demands of stakeholders
Courage – Stepping up to address difficult issues, saying what needs to be said	<ul style="list-style-type: none"> • Readily tackles tough assignments • Faces difficult issues and supports others who do the same • Provides direct and actionable feedback • Is willing to champion an idea or position despite dissent or political risk in a polite and respectful manner
Situational Adaptability - Adapting approach and demeanour in real time to match the shifting demands of different situations	<ul style="list-style-type: none"> • Picks up on situation cues and adjusts in the moment • Readily adapts personal, interpersonal, and leadership behaviour • Understands that different situations may call for different approaches • Can act differently depending on the circumstances
Manages Ambiguity – Operating effectively, even when things are not certain, or the way forward is not clear	<ul style="list-style-type: none"> • Deals comfortably with the uncertainty of change • Effectively handles risk • Can decide and act without total picture

	<ul style="list-style-type: none"> • Is calm and productive, even when things are up in the air • Deals constructively with problems that do not have clear solutions or outcomes
<p>Decision Quality – Making good and timely decisions that keep the organisation moving forward</p>	<ul style="list-style-type: none"> • Makes sound decisions, even in the absence of complete information • Relies on a mixture of analysis, wisdom, experience, and judgement when making decisions • Considers all relevant factors and uses appropriate decision-making criteria and principles • Recognises when a quick 80% solution will suffice to reach a safe decision

Core Responsibilities

- Assesses the medical reports submitted in respect of applicants for flight crew and air traffic services licences, for compliance with the medical standards.
- Act as Medical Experts under the Civil Aviation Act flexibility process.
- Issues and amends medical certificates and determinations of medical fitness in accordance with CAR Part 67.
- Maintains and monitors aviation medical standards, practices, and procedures for the issue of aviation medical certificates.
- Provides policy advice on aviation medical standards, practices, and procedures.
- Provide regulatory training in aviation medicine and recommends designation and delegation of CAA Medical Examiners.
- Provides support and advice and monitors activities of Medical Examiners in the exercise of their delegated functions.
- Developing and maintaining the CAA Medical Manual, General Directions, and other guidance material.
- Maintain awareness of ICAO standards and international best practice in Aviation Medicine.
- Maintains accurate and complete records of assessment and certification activities and preserves medical confidentiality in the handling of this material.
- Participates in review and appeal proceedings as required.
- Manages and provides input to team policy projects and civil aviation rules and standards, including liaison with other Civil Aviation Authorities.
- Working closely with Chief Medical Officer, who will provide guidance and professional medical oversight.
- Provides specialist advice and actively communicates information to other unit/groups as appropriate to support their effectiveness, e.g., accident and incident investigations.
- Participates in and supports CAA organisation initiatives to improve service, maintain reputation, enhance reputation etc.

- Contributes technical expertise to strategic planning activities.
- Considers the ramifications of issues and the longer-term impact of their own work and work area.
- Delivers services, training, and / or advice in a consistently competent, professional, and timely manner including training and development of new team members.
- Complies with all relevant CAA policies and procedures.
- Participates actively and positively in meetings, planning and initiatives designed to improve effectiveness/productivity.
- Actively supports manager and other team members to ensure team and group objectives and obligations are met.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.
- May be required to work on other tasks and projects that will assist the achievements of CAA vision, mission, business, group, unit, and team goals.

Outcomes

- Actions in this position are consistently in accordance with all relevant legal and medical standards.
- A sound and robust civil aviation medical system in support of the safety expectations of the New Zealand public as provided by their representatives and the resultant statutory structures.
- Certification decisions and advice are founded on sound research, medical knowledge and are considered and balanced.
- CAA is recognised by clients, industry, and Authority as a professional, operationally proactive, effective organisation.
- All stakeholders of the position receive accurate, impartial advice and courteous, effective service that meets their needs while maintaining or enhancing the reputation and integrity of CAA.
- Successful legal action against CAA from procedural failures is most unlikely.
- Actions in this position are directed to ensuring that team and / or CAA obligations are met even when unforeseen issues arise.
- Procedural fairness and the principles of natural justice are never found wanting.
- Other agencies, alongside the New Zealand public, have realistic faith in the medical safety of the New Zealand aviation system.
- The Authority is a safe workplace and meets legislative standards.

Skills and Experience to be Successful

Essential

- NZ registered medical practitioner (or with qualifications readily registrable in NZ).

- Postgraduate Diploma, or equivalent, in the field of Aviation Medicine.
- Experience in a regulatory or certification environment.
- Experience and ability to communicate effectively in a complex technical environment.
- Keeps abreast of developments within their area of expertise by fostering effective networks with other relevant medical specialists and participate in educational events.

Desirable

- Vocational registration or post-graduate training in the field of Occupational Medicine or Aerospace Medicine (i.e Australian College of Aerospace Medicine).
- Regulatory aviation medical experience.
- Practical aviation experience.
- An understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements.

Skills & Abilities

- High degree of interpersonal, oral and written communication skills. The ability to communicate effectively in complex technical environments.
- Flexibility, adaptability, and initiative.
- Tenacity and determination.
- Persuasiveness and ability to manage sensitive and sometimes emotive situations.
- The ability to maintain an independent, professional perspective even under pressure.
- Sound English language written and oral communication skills.
- Decision making skills, sound judgement and integrity.
- Demonstrated high degree of interpersonal skills, including the ability to liaise at a senior level with other areas of the Authority, external organisations, participants, and the general public.
- Planning and organising skills.
- Analytical/problem solving skills.
- Quality and systems orientated.
- Good networking skills with the ability to build relationships across boundaries.
- The ability to build professional and technical credibility.
- Achievement orientated and motivated.