

Position Description

Solicitor

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

Provision of professional legal services and advice to the Director of Civil Aviation and to Civil Aviation Authority staff.

Key Dimensions

Group:	Regulatory Enablement and Response	
Team:	Legal	
Reports to:	Deputy Chief Legal Counsel	
Location:	National Office	
Salary Band:	Band 16	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> • Senior Solicitors and Chief Legal Counsel • Authority managers needing legal support 	External: <ul style="list-style-type: none"> • External legal practitioners • Ministry of Transport • Other government agencies
Essential requirement/s:	<ul style="list-style-type: none"> • Qualified solicitor • Completed tertiary qualification (LLB) 	

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 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

- Providing legal advice, and assisting the Chief Legal Counsel and Principal Solicitor to provide advice to the Director and staff and business groups across the CAA
- Providing advice and interpretation of key legislation that the CAA works under and is subject to
- Representing the Director and the CAA and instructing external legal practitioners to represent the Director and CAA in:
 - Legal, legislative, industry and other forums



- Proceedings before tribunals and courts
- Dealing with the aviation industry, other public and local body agencies and the general public
- Instructing counsel to take prosecutions under the Civil Aviation Act 2023 and retains, briefs, and oversees counsel to do so
- Providing assistance with the prevention or equitable resolution of disputes in which the CAA or the DCA might become involved
- Promoting, developing, maintaining and fostering the CAA interest in dealings with government departments, agencies, State Owned Enterprises and the Ministry of Transport; including representing the CAA view in matters raised in discussion papers
- Promptly identifying issues beyond own expertise and relates them to senior members of the Legal team for advice and guidance
- Finding strategic solutions to legal problems
- Provision of specialist advice relating to public law issues, including the principles of natural justice and administrative fairness
- Taking a proactive role in providing advice and opinions with respect to legal risk management
- Drafting, and assisting CAA employees, as assigned, to draft legislation, including the Civil Aviation Rules and in particular:
 - Making proposals for amendments to existing legislation
 - Presenting written analysis of issues relating to the critical factors affecting proposed legislation including alternative strategies and their consequences
 - Providing a consistent style and approach to the presentation of text and maintaining control of drafting standards
 - Assisting in the passage of proposed legislation through the industry consultation process
- Providing case summaries on relevant court decisions
- Identification of issues beyond own capability and obtains advice/guidance as required
- Provide training to CAA employees on relevant legal issues
- Contribution to the development of CAA legal resources, including the legal, opinion database and legal library

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 opinions
<p>Collaborates – Building the partnerships and working collaboratively with others to meet shared objectives</p>	<ul style="list-style-type: none"> ● Works cooperatively with others across the organisation to achieve shared objectives



	<ul style="list-style-type: none"> • 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
Customer Focus - Building strong customer relationships and delivering customer centric solutions	<ul style="list-style-type: none"> • Gains insight into customer needs • Identifies opportunities that benefit the customer • Builds and delivers solutions that meet customer expectations • Establishes and maintains effective customer relationships
Instils Trust – gaining the confidence and trust of others through honesty, integrity, and authenticity	<ul style="list-style-type: none"> • Follows through commitments • Is seen as direct and truthful • Keeps confidences • Practices what they preach • Shows consistency between word and actions
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
Being Resilient – Rebounding from setbacks and adversity when facing difficult situations	<ul style="list-style-type: none"> • Is confident under pressure • Handles and manages crisis effectively • Maintains a positive attitude despite adversity • Bounces back from setbacks • Grows from hardship and negative situations

Skills and Experience

- Current membership or eligibility for membership in the New Zealand Law Society. (Practicing certificate)
- A minimum of 3 years post-admission experience in providing legal advice in the private practice of law or as a solicitor in a government department or agency or relevant/similar role
- Experience in public and administrative law, health and safety, international law, aviation law or litigation
- An understanding of the NZ legislative and regulatory framework and other statutory requirements, particularly in relation to public law.
- Familiarity with District Court and High Court procedure
- An understanding of administrative law principles and their application to statutory decision making

