

Position Description

Team Leader, Security Regulation

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 Team Leader, Security Regulation is responsible for leading a team of aviation security Technical Specialists who undertake core regulatory activities across the civil aviation security system. This will include:

- Leadership, coaching, management, and development of Technical Specialists.
- Co-ordinating the Security Regulation teams oversight of participants in New Zealand's civil aviation security system to gain assurance that desired aviation security outcomes and necessary aviation security standards are achieved and continue to be met.
- Developing and maintaining a high-level of specialised knowledge and practical experience in the regulated sectors.
- Making decisions and taking regulatory action, when necessary, that is robust, justifiable, and appropriate.
- Provision of accurate, timely and appropriate information, advice and recommendations that supports CAA management.
- Connecting and working collaboratively with other Aviation Security members and leaders, key partner agencies, international regulators, and stakeholders to understand and provide advice on risks, threats, issues, and priorities.
- Continuous improvement of the aviation security regulatory system by identifying, escalating and/or resolving issues;
- Supporting the Head of Security Certification, Monitoring and Regulation as required.

Key Dimensions

Group:	Aviation Security	
Team:	Certification, Monitoring and Response	
Reports to:	Head of Security Certification, Monitoring and Response	
Location:	National Office Wellington	
Salary Band:	18	
Financial:	Yes	Delegation Level = Tier 4
People:	Direct Reports = 6	Delegation Level = Tier 4
Key Relationships:	Internal: <ul style="list-style-type: none"> • Managers and staff in the Aviation Security group • Other staff across CAA 	External: <ul style="list-style-type: none"> • Aviation participants • Other government agencies • Aviation stakeholders
Essential requirement/s:	<ul style="list-style-type: none"> • Must have the ability to obtain and maintain a Top Secret security clearance. • Must maintain a current full driving licence, hold a valid passport, and be able to travel both domestically and internationally when required, sometimes at short notice. 	

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.
- As leaders, we are accountable for building trust, fostering growth, and empowering teams. We create and support an environment that enables professional working relationships through collaboration both within the CAA and with parties we engage with. We bring to life the organisations leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.

Key Accountabilities

- Work collaboratively as part of the Security Certification, Monitoring and Response team to enhance culture, drive performance and seek continuous improvement.
- Ensure effective entry and exit control over participants with security duties in the civil aviation system, so that only participants which meet regulatory requirements as specified in the Civil Aviation Act and relevant civil aviation rules are approved and certificated to operate.
- Monitor, evaluate, educate and enforce (where appropriate) compliance with regulatory requirements by participants, ensuring that desired security outcomes and performance continues to be met.
- Monitor and take appropriate regulatory action to address identified areas of security risk to prevent and mitigate vulnerabilities in the international and domestic aviation security system.
- Oversee, undertake, or support the delivery of specialised aviation security monitoring, oversight and reporting activities, including inspections, audits, investigations and testing.
- Contribute to and lead the design, implementation and evaluation, or review, of regulatory processes and interventions.
- Provide coaching, leadership and on-the-job training of Technical Specialists undertaking certification and monitoring activities.
- Engagement and collaboration across CAA, other government agencies and critical stakeholders.
- Provide support and input to the team and wider organisations engagement with the International Civil Aviation Organization (ICAO), or other international regulatory forums.
- Maintain and continue to enhance a high-performing team that delivers a modern regulatory approach aligned with CAA's Regulatory Safety and Security Strategy.

Core Competencies

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
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	<ul style="list-style-type: none"> • Gains trust and support of others
Demonstrates Self-Awareness - Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.	<ul style="list-style-type: none"> • Reflects on activities and impact on others • Proactively seeks feedback without being defensive • Is open to criticism and talking about shortcomings • Admits mistakes and gains insight from experiences • Knows strengths, weaknesses, opportunities and limits
Drives Engagement - Creating a climate where people are motivated to do their best and to help the organisation achieve its objectives.	<ul style="list-style-type: none"> • Structures the work so it aligns with people's goals and motivators • Empowers others • Makes each person feel his/her contributions are important • Invites input and shares ownership and visibility • Shows a clear connection between people's motivators and the organisational goals
Drives Results - Consistently achieving results, even under tough circumstances.	<ul style="list-style-type: none"> • Has a strong bottom-line orientation • Persists in accomplishing objectives despite obstacles and setbacks • Has a track record of exceeding goals successfully • Pushes self and helps others achieve results
Builds Effective Teams - Building strong-identity teams that apply their diverse skills and perspective to achieve common goals	<ul style="list-style-type: none"> • Forms teams with appropriate and diverse mix of styles, perspectives and experience • Establishes common objectives and a shared mindset • Creates a feeling of belonging and strong team morale • Shares wins and rewards team efforts • Fosters open dialogue and collaboration among the team
Decision Quality – Making good and timely decisions that keep the organisation moving forward	<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
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.



Skills and Experience

- An ability to enhance performance by identifying, coaching and mentoring teams and talent so that desired outcomes are met or exceeded.
- Displays curiosity with an ability to identify, analyse, interpret, translate and report highly technical or complex information to support organisational insights, identify key trends, determine priorities, and support decision-making.
- Understanding and knowledge of regulatory principles, including practical experience in the provision of delivering regulatory outcomes and experience applying regulatory interventions to enhance system performance.
- Ability to communicate effectively, both verbally and in writing, and engage proactively with a wide range of Authority and external stakeholders with professional integrity and credibility.
- Demonstrated ability to plan, prioritise and organise work and multiple competing priorities to ensure ongoing delivery of objectives. Is highly motivated and able to work autonomously.
- Demonstrates integrity and has the courage to make hard decisions even if unpopular, and/or deliver tough messages in an appropriate manner.
- Can bridge the gap between operations and senior leadership, and government and the private sector.
- Understanding and knowledge of regulatory principles, including practical experience in the provision of delivering regulatory outcomes and experience applying regulatory interventions to enhance system performance.

Desirable

- A broad base knowledge of the international aviation security regulatory construct, New Zealand's aviation security legislative environment and regulatory frameworks, and other relevant statutory requirements, or a demonstrated ability to quickly develop this understanding.
- A sound understanding of risk management and intelligence principles, including knowledge and awareness of security intelligence and the national security system.
- The ability to monitor and care for the regulatory system to ensure effective regulatory stewardship through long-term and sustainable improvements.
- A relevant tertiary qualification, or equivalent and proven professional experience.

