

# Position Description

## Technical Specialist, Aeronautical Services

*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 Technical Specialist, Aeronautical Services is responsible for supporting the Aeronautical Services team and contributing to the achievement of CAA aviation objectives. This role works to provide the Head of Aeronautical Services with support to the safety regulatory functions which are the responsibility of Aeronautical Services team. This includes extensive engagement with, and influencing of, internal and external aviation stakeholders, service providers and other government agencies. The role also requires the safety regulatory assessment and decision-making functions relating to a broad range of issues including:

- Airspace management
- Air Traffic Management
- Certificated Aerodromes
- Non-Certificated Aerodromes
- Air Traffic Services
- Aeronautical Telecommunications
- Aeronautical Information Management
- Instrument Procedure Design
- Airspace Design
- Airspace Hazards

The Technical Specialist, Aeronautical Services will also conduct certification, surveillance, monitoring and inspection functions, including the provision of ongoing timely and accurate technical advice to other internal CAA operational and policy units commensurate with the specific functional specialisation held.

Aeronautical Services Unit Technical Specialists will have a functional specialty in one or more of the following:

- Certificated and Non-Certificated Aerodrome Operations
- Air Traffic Services
- Aeronautical Telecommunications
- Aeronautical Information Management
- Instrument Flight Procedure Design
- Airspace Design
- Airspace Hazards
- UAV Integration

## Key Dimensions

|                                 |   |   |
|---------------------------------|---|---|
| <b>Group:</b>                   | Aviation Safety Oversight   |   |
| <b>Team:</b>                    | Aeronautical Services   |   |
| <b>Reports to:</b>              | Head of Aeronautical Services   |   |
| <b>Location:</b>                | National Office Wellington  |   |
| <b>Salary Band:</b>             | Band 17   |   |
| <b>Financial:</b>               | Nil   | Delegation Level = None   |
| <b>People:</b>                  | Direct Reports = None   | Delegation Level = None   |
| <b>Operational Delegations:</b> | Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the 'Instrument of Delegation' document. |   |
| <b>Key Relationships:</b>       | Internal: <ul style="list-style-type: none"> <li>• Aeronautical Services Team</li> </ul>  | External: <ul style="list-style-type: none"> <li>• Aviation stakeholders</li> </ul> |



|                                 |  |  |
|---------------------------------|--|--|
|                                 | <ul style="list-style-type: none"> <li>Aviation Safety Oversight Group</li> <li>Aviation Security Group</li> <li>System, Strategy and Policy Group</li> </ul>                      | <ul style="list-style-type: none"> <li>Service providers</li> <li>Government agencies</li> </ul> |
| <b>Essential requirement/s:</b> | <ul style="list-style-type: none"> <li>National Security Clearance</li> <li>Holds or has held a professional qualification relevant to their functional specialisation.</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 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

- Technical Specialist, Aeronautical Services 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.
- Conducts certification and approvals, including the review of safety cases and risk assessments and aeronautical studies.
- Conducts routine surveillance auditing and other monitoring and inspection activities in accordance with the relevant policy and procedures.
- Conducts analysis of safety events within their assigned functional specialist area(s).
- Provides specialist advice within the CAA and externally in regard to their assigned functional area(s)
- Conducts effective consultation and engagement with external stakeholders on all regulatory issues requiring decision making as applicable to aeronautical services unit
- Facilitates informed decision making by accountable decision makers in accordance with Civil Aviation Rule requirements.
- Provides advice and input into the development of policy and regulatory requirements, including input into the development of Civil Aviation Rules and Advisory Circulars, in regard to their assigned functional specialist area(s)
- Assessing any relevant change proposals from the International Civil Aviation Organisation.
- Works on other tasks and projects as maybe required, to assist in the achievement of the CAA mission, business, group, unit and team goals.

## Core 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 3 ■■**

*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**

- Significant relevant aviation experience within their functional specialty.
- Demonstrate understanding and knowledge of regulatory principles, and experience applying regulatory interventions to enhance system performance.
- Demonstrate knowledge in aviation safety risk assessment.
- An understanding of the safety regulatory role of the CAA and New Zealand's civil aviation legislative and regulatory framework.
- The ability to quickly build professional and technical credibility within the CAA, industry and relevant government departments.
- The ability to work with ambiguity and with new and emerging aviation technologies in a manner that overall aviation system safety is maintained.
- Highly motivated with the ability to work with in a cross-functional environment with minimal supervision and the flexibility to handle change and re-prioritise work.
- The ability to communicate technical matters and recommendations relating to the role clearly and concisely to non-technical audiences both verbally and in writing in a timely manner.
- Knowledge in aviation safety risk assessment.

### **Desirable – the position holder should have relevant experience in the following areas for the functional specialty they perform:**

- Aerodromes Specialist:
  - Knowledge and experience in aerodrome design and operations
  - Knowledge and experience in Airport Wildlife management
  - Knowledge and experience in Fire Rescue services.
- Air Traffic Services specialist:
  - Experience in Instrument procedure design or ATS instruction qualifications.
  - Experience in aeronautical information management.
  - Experience in airspace management
- Aeronautical Telecommunications specialist:



- Experience in air navigation technology
- Experience in Radio Spectrum Design
- Experience in air traffic management technology
- Experience in Communications and Data Systems
- Experience in Technical System Design
- Demonstrated experience in airspace design and air traffic management in either, or in a combination of, service delivery and safety regulatory roles.
- Experience in conducting surveillance and investigation activities that involve quality and risk based management systems is desirable.
- Sound written and oral communication skills
- Ability to demonstrate good judgement and sound decision making with integrity and objectivity.
- Some knowledge and experience relating to aeronautical telecommunications, meteorological services and navigation procedure design.
- Practical knowledge of ICAO standards.
- Knowledge in aviation risk assessment.
- An understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements including the requirements of the ICAO.
- The ability to build professional and technical credibility within the CAA, industry and relevant government departments.
- Highly motivated with the ability to work with minimal supervision and the flexibility to handle change and re-prioritise work.

