

# Position Description

## Technical Specialist, 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 Technical Specialist, Security Regulation contributes to the achievement of the organisations objectives through their understanding of the international and domestic regulatory framework and technical knowledge of aviation security regulatory requirements.

This role will be responsible for completing core regulatory functions to a high standard, ensuring compliance is achieved when applicants enter and while they remain in the aviation system, and that desired aviation security outcomes are achieved in the interests of safety.

The position will provide information and guidance, certification and exit control, risk assessment, audit, other monitoring or compliance activities as required and contributing their technical knowledge and understanding to the on-going development of the regulatory system.

## Key Dimensions

<b>Group:</b>	Aviation Security	
<b>Team:</b>	Security Certification, Monitoring and Response	
<b>Reports to:</b>	Team Leader, Security Regulation	
<b>Location:</b>	National Office, Wellington	
<b>Salary Band:</b>	Band 16	
<b>Financial:</b>	None	Delegation Level = None
<b>People:</b>	Direct Reports = Nil	Delegation Level = None
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>Staff across Regulatory, Strategy Operational Policy and Guidance teams</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>Aviation participants</li> <li>Stakeholders</li> <li>Intelligence agencies and industry security committees,</li> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>The ability to hold and maintain a TOP SECRET security clearance</li> <li>An ability to obtain through training the necessary skills to obtain a warrant and exercise delegated authority</li> <li>Relevant tertiary qualification or equivalent experience</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

- Certification, audit and monitoring of aviation system participants with regards to civil aviation security compliance requirements, including consideration of exemption applications or other regulatory change considerations
- Engage with participants to investigate security breaches and/or incidents so that causal factors are identified that corrective measures are put in place to prevent future recurrence and that any regulatory findings are suitably documented within Authority business systems
- Work with internal and external stakeholders to identify emerging issues, risks and threats, capture these appropriately within approved CAA business systems and provide sound advice to support regulatory decision-making intended to enhance aviation security outcomes
- Engage with local and global security fora, including official intelligence agencies and industry security committees, to ensure the Authority maintains an awareness of and can respond to changes to the threat environment that could impact the civil aviation environment, and gain assurance that participants are managing these threats/risks
- Contribute to New Zealand’s continuous monitoring and implementation of ICAO standards and recommended practices by engaging as required with ICAO panels and working groups, and collaborating with policymakers for the timely identification and escalation of issues that could require a broader rulemaking process
- Work collaboratively with a wide range of internal stakeholders, including staff across Regulatory, Strategy Operational Policy and Guidance teams to provide technical insights regarding rule and guidance development that could impact security requirements
- Contribute to the development and/or enhancement the unit’s operational policies and procedures in line with best practice and the wider organisational strategic and operational policy framework
- Manage competing priorities and progress work in a timely and efficient manner, while maintaining high standards that withstand scrutiny

## Core Competencies

<p><b>Collaborates</b> – Building the partnerships and working collaboratively with others to meet shared objectives</p>	<ul style="list-style-type: none"> <li>• Works cooperatively with others across the organisation to achieve shared objectives</li> <li>• Represents own interests while being fair to others and their areas</li> <li>• Partners with others to get work done</li> <li>• Credits others for their contributions and accomplishments</li> <li>• Gains trust and support of others</li> </ul>
<p><b>Plans and Aligns</b> – Planning and prioritising work to meet commitments aligned with organisational goals</p>	<ul style="list-style-type: none"> <li>• Sets objectives to align with broader organisational goals</li> <li>• Breaks down objectives into appropriate initiatives and actions</li> <li>• Stages activities with relevant milestones and schedules</li> </ul>



	<ul style="list-style-type: none"> <li>• Anticipates and adjusts effective contingency plans</li> </ul>
<b>Customer Focus</b> - Building strong customer relationships and delivering customer centric solutions	<ul style="list-style-type: none"> <li>• Gains insight into customer needs</li> <li>• Identifies opportunities that benefit the customer</li> <li>• Builds and delivers solutions that meet customer expectations</li> <li>• Establishes and maintains effective customer relationships</li> </ul>
<b>Action Oriented</b> – Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm	<ul style="list-style-type: none"> <li>• Readily takes action on challenges, without unnecessary planning</li> <li>• Identifies and seizes new opportunities</li> <li>• Displays a can-do attitude in good and bad times</li> <li>• Steps up to handle tough issues</li> </ul>
<b>Interpersonal Savvy</b> – Relating openly and comfortably with diverse groups of people	<ul style="list-style-type: none"> <li>• Relates comfortable with people across levels, functions, culture, and geography</li> <li>• Acts with diplomacy and tact</li> <li>• Builds rapport in an open, friendly, and accepting way</li> <li>• Builds constructive relationships with people both similar and different to self</li> <li>• Picks up on interpersonal group dynamics</li> </ul>

## Skills and Experience

- Excellent written and verbal communication skills, a demonstrated ability to breakdown complex or technical issues, translate information for non-technical persons and adapt style and content for varying audiences
- A sound understanding of risk management, audit and assurance principles
- Knowledge and understanding of government processes and/or previous experience in a regulatory environment
- Understanding and knowledge of regulatory principles, and experience applying regulatory interventions to enhance system performance.

