

## Flight Examiner Standards – Fixed Wing / Rotary Wing

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:

**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

<b>Reports to:</b>	<b>Chief Advisor Standards</b>
<b>Group:</b>	<b>Aviation Safety</b>
<b>Location:</b>	<b>National Office Wellington</b>

### Role Overview

As a member of the Aviation Standards Team, the core purpose of the Flight Examiner position is to provide:

- Expert technical leadership, advice, and support as subject matter experts
- Lead the development, implementation, and maintenance of aviation standards.
- Oversight, facilitation and management of aviation examinations (specific to an assigned area of expertise), training courses and assessment tools (e.g., flight simulation training devices) for industry-based organisations and individuals including flight examiners, ATS providers and engineers.

The role has a critical internal and external stakeholder engagement function. From an internal perspective, this includes providing aviation standards SME advice, interpretation and support to other CAA teams and Authority programmes of work (including regulatory investigations). From an external perspective this includes engaging with national and international regulatory bodies

(including as the CAA representative), and participants in the aviation system to ensure that regulatory practice and decision making aligns with an outcome and risk-based approach and the required regulatory rules and standards. Specifically, licences, ratings, and general operating rules.

This may include, but is not limited to; creation, drafting and revision of standards and rules, interpretation of the rules, determining solutions for problems and issues with the rules or their application, preparation of advisory circulars and guidance for informing CAA policy. The holder of this position will also develop aviation and safety guidance regarding content from this process.

## Person specifications

Person specifications include the behaviours (the way we do things) of Aviation Regulation as a profession

Descriptors	Indicators
<p><b>Systems Thinking</b></p> <p><i>Identifies the components of complex systems, their interactions and the implications for system performance</i></p>	<ul style="list-style-type: none"> <li>Understands participants’ business context, drivers and operating model and the impact these have on the business’ structure, and purpose</li> <li>Accurately maps the participants’ business functions, technologies and processes and how these interact</li> <li>Draws on the expertise of colleagues to identify the probable causes of system underperformance or failure</li> <li>Systematically identifies any unintended or hidden impacts of business systems and process design</li> <li>When making assessments and recommendations, targets the factors which have the greatest and/or critical impacts on system underperformance or failure.</li> </ul>
<p><b>Problem Solving (Problem solving, teamwork and focus on results)</b></p> <p><i>Fosters a collaborative approach to identify, understand, and fix the important problems that have a negative impact on the aviation system</i></p>	<ul style="list-style-type: none"> <li>Follows through, ensuring that solutions continue to work and that stakeholders remain engaged in monitoring and implementing them</li> <li>Systematically identifies their key stakeholders, engaging them in identifying and solving key problems</li> <li>Works with stakeholders to agree evidence based analyses of probable causes, potential impacts and priorities</li> <li>Facilitates the identification and development of creative and effective solutions to key problem</li> <li>Recognises and turns conflict into a positive, harnessing energy and ideas into effective problem solving activities</li> </ul>
<p><b>Critical Thinking</b></p> <p><i>Arrives at balanced and evidence-based judgements on complex regulatory issues through the disciplined use of analytical and evaluative</i></p>	<ul style="list-style-type: none"> <li>Carefully considers initial submissions and/or evidence, using disciplined enquiry to identify key risks</li> <li>Uses appropriate judgement criteria or rules around which to structure their enquiry</li> <li>Gathers evidence against judgement criteria or rules consistently and fairly</li> <li>Reconsiders their initial hypotheses when faced with new evidence or alternative interpretations of evidence</li> </ul>

## techniques

### Communication and Engagement

*Creates an effective interface between internal and external stakeholders to ensure that participants engage with, understand and act in accordance with safe aviation requirements*

- Actively reaches out and cultivates their stakeholders and participants to create a community of ideas and practice
- Establishes two-way conversations with the key individuals within participant organisations, and, crafts the safety message to account for their needs and expectations.
- Presents a consistent aviation safety message, creating clarity and drawing out key insights to deepen participants' understanding
- Accurately identifies sources of resistance to aviation safety messages, moves quickly to address these

### Influencing (Assertiveness, persuasion and determination)

*Tenaciously promotes a compelling aviation safety case, ensuring that participants understand how to behave in a safe way within the aviation system*

- Scans the environment for key ideas, information and messages to inform their ideas and influencing strategies
- Identifies key decision-takers and influencers and builds a relationship of trust with them
- Develops their arguments logically, identifies points of agreement and uses these to build towards consensus
- Identifies others' underlying needs, motivations and unstated concerns and adjusts their communication accordingly.

## Core Responsibilities

**This Flight Examiner Standards – Fixed Wing / Rotary Wing position is responsible for the Aviation Examinations in the following areas:**

- A-Category Flight Instructor Renewals
- Flight Examiner Biennial Competency Assessments
- Guidance for all licenses and certificates with CAA oversight

**The Standards unit is responsible for:**

**International Liaison of Flight and Engineering Standards including Licensing, SARPS and best practice**

- Conduct active liaison with other international aviation authorities on relevant areas to ensure that CAA is compliant with ICAO legislation and follows international best practice.
- Facilitates and attends meetings, including international forums, and contact with CASA equivalents, and engagement with NAAs such as the FAA, EASA, PASO and Transport Canada.

**OEM/ Flight and Engineering Standards oversight**

- Manages allocated tasks as a point of contact for OEM and licensing requirements including training course approvals, type-specific ratings and international and operational standards.

- Maintains relationships with regular liaison and provides SME oversight for internal and external stakeholders.

### **Maintenance and Development of Flight and Engineering Standards**

- Conducts assessments of current aviation standards and develops new or revised procedures to reflect changes to operational practice, training methodology, new technologies or international best practice to ensure safe and effective flight operations.
- Leads, manages and/or conducts projects or tasks to develop new or revised rules, including significant training initiatives which requiring technical knowledge and are safety critical, across multiple CAA units and across industry, developing long-term solutions to issues, enabling industry to align with international standards.
- Provide technical SME advice that aligns with global standards and policies to implement safe and best practice in aviation standards. Provide interpretations and decisions on regulatory matters in relation to the rules and aviation standards to participants and CAA, along with timely, factual reports of aviation standard activities.
- Provide SME input on relevant aviation standards, including;
  - CAA policy and Rules development, flight and engineering training, operational standards and air operator organisations;
  - the evaluation of expositions and programmes, interviews of personnel, inspection of facilities/equipment/operation, and observation of activities; and
  - the assessment of the participant's compliance with the Act, the Rules and their exposition and evaluates the effectiveness of existing systems to provide the required safety performance.

### **Safety Risk and Interventions**

- Identify areas of emerging risk, through intelligence-led data, industry liaison and problem-solving. Engage, and influence SME while actively practicing regulatory stewardship.
- Works with internal and external stakeholders to identify and address safety risks applicable to the appropriate aviation sector.
- Has accountability for recommendations and/or decisions in accordance with the CAA Regulatory Operating Model and Regulatory Tools Policy.

### **Professional Relationships and Provision of Specialist Advice**

- Maintains a thorough knowledge of the Rules, policies, training requirements, operational procedures directly related to all aspects of flight standards for the specific role.
- Provides specialist aviation standard support, including advice and recommendations, for investigations, administrative actions, including Aviation Related Concerns and the Fit and Proper status of aviation document holders.
- Advises industry on the development and maintenance of safe aviation standards.
- Establish and maintain approachable professional relationships with industry and its sector bodies and work with them to achieve common goals.
- Maintains own licenses and ratings, and attends training courses where required, to enhance professional development and expertise within the Aviation Standards team.

- Contributes to the development of educational and guidance material for CAA personnel and industry participants.
- Provides subject matter expertise related to technical areas to CAA participants.
- Provides aviation standards SME expert advice to other CAA teams. This extends to;
  - The approval of training courses and assessments
  - Type-ratings for pilots and engineers
  - Support with the delivery of theory driven training programmes
  - The certification of Flight Simulation Training Devices
  - Provide technical expertise during investigations, providing lead support for Aviation Related Concern and Occurrence investigation process, for example: into participants failing to meet the requirements of their aviation documents. This may require taking the lead role in complex and technically challenging investigations, (e.g., Safety, Regulatory and Occurrence investigations), providing advice in Health and Safety investigations and coronial hearings, facilitating internal dialogue that involves confronting and difficult topics, interpretations and discussion ensuring a credible and robust outcome that represents the final CAA view. This is to be conducted within the CAA values.
  - Test Pilot approval process

### Delegation

- Exercise delegated powers and functions within the Act, CARs and Advisory Circulars, operating within the warrant and delegated authority model.
- Consistently applies requirements, exercises good judgement within the bounds of delegation and CAA policy and procedure.

### Aviation Examinations

- Manages, conducts, and assesses:
  - biennial competency flight tests for Category A Flight Instructors and Flight Examiners.
  - entry tests for people seeking flight examiner ratings.
  - flight tests for CPL, instrument rating and flight instructor rating - categories B, C and D as required.
- Conducts entry and on-going testing with flight examiners who hold operational competency privileges as required.
- Conducts flight tests, aircraft checks and simulator fidelity assessments as required.
- Conducts medical assessment flights as required.
- Conducts assessments for BFR (and other) as required as part of remedial actions post-investigation.

### Other duties as required from time to time

- This position will also provide aviation and safety guidance. This may take the form of out-reach, operational guidance, conferences both domestic and international and providing support in the production of CAA and other appropriate publications or webinar-type material.

- 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.

### Outcomes

- Flight safety is not compromised by deficiencies in aviation standards, training, or operations.
- Aviation documents issued only after thorough assessment, interviews and inspections have been conducted to ensure compliance and safety. Participant expositions are compliant with the Act, rules, standards, and requirements; and provide a sound framework for safety.
- Monitoring audits, inspections and investigations are conducted in a manner that identifies deficiencies (where present), supports, and encourages compliance with CAA policies and procedures, and are followed up appropriately.
- All stakeholders (external and internal) receive courteous and effective service that meets their needs while maintaining or enhancing the reputation and integrity of Authority.
- Relationships with participants or industry bodies facilitate and encourage improved compliance and safety performance.

### Skills and Experience to be Successful

#### Essential - the position holder must have:

- Holds an ICAO Professional Pilot Licence either ATPL or CPL with an Instrument Rating, Instructor Category A or B Rating and (if applicable) a wide range of flight examiner approvals. (Equivalent Military experience will also be considered).
- Experience with quality/safety management systems and/or ISO9000 systems.
- The ability to build professional and technical credibility – both within the CAA and industry.
- Ability to use critical and systems thinking to resolve problems.
- Proven experience influencing and leading others.
- Substantial relevant experience in the aviation industry.
- A strong understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements.
- Intermediate level experience with Microsoft Office and SharePoint, and strong general computer-based skills.
- The ability to work independently and semi-autonomously within the relevant area of aviation standards.

#### Desirable – it is advantageous if the position holder has:

## Position Description

- Holds a Category A Instructor Rating, a current Instrument Rating and a wide range of Flight Examiner approvals.
- Knowledge of the FAA and EASA regulatory system and the process of simulator certification.
- Experienced in conducting activities that involve safety/quality/risk management systems or safety investigation.
- Well-developed interpersonal and presentation skills, the ability to effectively communicate with a wide range of internal and external stakeholders in a confident and positive manner.
- Has appropriate tertiary level qualification or equivalent experience in aviation or a related discipline.