

Position Description

Head of Aviation Security

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 Aviation Security group has overall responsibility and accountability for delivery of aviation security from a system-level perspective.

The Heads of Aviation Security will be responsible for all aviation security regulatory delivery functions that operate at security designated aerodromes in their respective geographic area.

The Heads of Aviation Security will work in close partnership to provide strategic oversight and leadership of key delivering functions, ensuring the delivery of aviation security service and related functions are effective and efficient, and that these meet CAA's statutory, legislative and other obligations and requirements.

They will work with their General Manager, Aviation Security to seamlessly balance delivering security outcomes and alignment with relevant policy settings, passenger facilitation and value-for-money.

Key Dimensions

Group:	Aviation Security	
Team:	Aviation Security (North/South)	
Reports to:	General Manager, Aviation Security	
Location:	Upper North, Lower North, Upper South, Lower South	
Salary Band:	20	
Financial:	Yes	Delegation Level = 4
People:	Direct Reports = Upper North (4), Lower North (7), Upper South (7) and Lower South (9)	Delegation Level = 4
Key Relationships:	Internal: <ul style="list-style-type: none"> Aviation Security Leadership team Enabling, support and quality assurance teams 	External: <ul style="list-style-type: none"> Participants Stakeholders Equivalent roles in other regulatory, and other public sector agencies including Police.
Essential requirement/s:	<ul style="list-style-type: none"> Top Secret Security Clearance Drivers Licence 	

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

- Build and maintain a high-performing team that delivers on organisational expectations and requirements through effective financial oversight and management, workforce planning and workload management, people capability development and engagement, performance management and quality oversight of the work of the team.
- Support the General Manager, Aviation Security with strategic oversight and leadership relating to aviation security operations at security designated aerodromes in their respective locations, ensuring national consistency of delivery and management.
- Work collaboratively as a member of the Aviation Security Leadership Team and CAA Senior Management Group, to provide system leadership and drive improvement.
- Work with the General Manager, Aviation Security to seamlessly balance delivering security outcomes and alignment with relevant policy settings, passenger facilitation and value-for-money.
- Work collaboratively with enabling, support and quality and assurance functions led elsewhere in the organisation (e.g., digital, property, screening equipment servicing, internal audit etc.) and support these functions being embedded into local leadership teams.
- Actively engage in strategic planning, including national business continuity planning, and future workforce and personnel requirements
- Ensure all emergencies, special operations on and off airport, for example VIP visits and Maritime, are effectively planned, implemented and evaluated.
- Follows good governance practices (this includes anticipating and framing risks with supporting mitigations; knowing how to present information at the right level and where decision-making responsibilities lie and escalating where appropriate).

Core Competencies

<p>Manages Ambiguity – Operating effectively, even when things are not certain, or the way forward is not clear</p>	<ul style="list-style-type: none"> • Deals comfortably with the uncertainty of change • Effectively handles risk • Can decide and act without total picture • Is calm and productive, even when things are up in the air • Deals constructively with problems that do not have clear solutions or outcomes
<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 • 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
<p>Demonstrates Self-Awareness - Using a combination of feedback</p>	<ul style="list-style-type: none"> • Reflects on activities and impact on others • Proactively seeks feedback without being defensive



and reflection to gain productive insight into personal strengths and weaknesses.	<ul style="list-style-type: none"> • Is open to criticism and talking about shortcomings • Admits mistakes and gains insight from experiences • Knows strengths, weaknesses, opportunities and limits
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 • Uncover root causes to difficult problems • Evaluates pros and cons, risks and benefits of different solution options
Strategic Mindset – Seeing ahead to future possibilities and translating them into breakthrough strategies	<ul style="list-style-type: none"> • Anticipates future trends and implications accurately • Readily poses for future scenarios • Articulates credible pictures and visions of possibilities that will create sustainable value • Creates competitive and breakthrough strategies that show a clear connection between vision and action
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
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
Ensures Accountability – Holding self and others accountable to meet commitments	<ul style="list-style-type: none"> • Follows through on commitments and makes sure others do the same • Acts with a clear sense of ownership • Takes personal responsibility for decisions, actions and failures • Establishes clear responsibilities and processes for monitoring work and measuring results • Designs feedback loops into work

Skills and Experience

- Proven history of leading a large, frontline workforce, balancing competing demands in a dynamic operating environment.
- Demonstrated understanding of the role and function of a regulatory agency, and the ability to quickly gain an in-depth understanding of the aviation regulatory system
- An aviation, security or airport-related background would be an advantage.
- Strong political acumen, and experience building strong stakeholder relationships at a system level.



- Ability to engage effectively in a consultative and collaborative manner, influencing and building credibility across a range of internal and external stakeholders (internal and external).
- Experience in operations management including risk management, business process improvement and activities with a significant customer service element.
- Demonstrated experience in leading, empowering and coaching teams, with an emphasis on performance management and employee engagement in an operational environment.
- Experience engaging with stakeholders in a similar, complex operating environment.
- Has experience in, understands and can work within appropriate policy settings and legislative requirements.

