

# Position Description

## Unmanned Aircraft Inspector

*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 Safety Oversight group has overall responsibility and accountability for delivery of aviation safety from a system-level perspective.

The Unmanned Aircraft Inspector is responsible for carrying out certification activities for organisations seeking to operate in the aviation system, to ensure those organisations meet the requirements for certification. This includes carrying out certification assessments to determine that the organisations concerned meet the required Civil Aviation standards, and to make, give effect to, and record, certification decisions in a manner that supports the organisations goals and objectives.

The Unmanned Aircraft Inspector will also, when required, provide specialist support to other teams, to support broader organisational objectives, including licensing, investigation and inspection and monitoring activities

## Key Dimensions

<b>Group:</b>	Aviation Safety Oversight	
<b>Team:</b>	Certification and Monitoring	
<b>Reports to:</b>	Manager, Unmanned Aircraft	
<b>Location:</b>	National Office, Wellington	
<b>Salary Band:</b>	Band 17	
<b>Financial:</b>	Nil	Delegation Level = Nil
<b>People:</b>	Direct Reports = Nil	Delegation Level = Nil
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>Inspectors in the Certification and Monitoring teams</li> <li>Other CAA staff</li> </ul>	External: <ul style="list-style-type: none"> <li>Aviation participants</li> <li>Stakeholders</li> <li>Relevant industry groups</li> </ul>
<b>Essential requirement/s:</b>		

## 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

- Leads the assessment and certification of operators within the aviation system ensuring participants meet the specific requirements of Civil Aviation Standards.
- Ensure certification assessments are accomplished by applying critical and systems thinking when reviewing intelligence, identifying, assessing and analysing risk (including new and emerging risk) that may impact on aviation safety or health and safety, at a participant, sector or system level.
- Develop and maintain excellent working relationships and networks internally and externally with relevant industry groups, organisations and individuals.
- Ensure participant issues are addressed appropriately.
- Use critical thinking to identify areas/actions that will help prevent safety failures and improve safety within the relevant sectors.
- Exercise balanced and evidence-based judgement when making recommendations and decisions within scope of delegated authority.
- Provide specialist, accurate guidance and advice to other CAA groups, participants and industry on the relevant aviation sector events, views and issues.
- Analysis and reporting of any emerging issues or risks to the organisation
- Provide timely relevant and appropriate advice to the Manager, Unmanned Aircraft.
- Supports investigations required by section 15 of The Civil Aviation Act and Aviation Related Concerns.
- Exercise delegated powers and functions within the specified legal process.
- Assists with training seminars, regulatory training and advice for aviation operators and other participants.
- Provides feedback for improvements in specialised experienced industry areas.
- Ensure appropriate dissemination of technical information internally and externally.
- Maintain own technical/professional knowledge to appropriate standards.
- Maintain and update CAA records relevant to assigned tasks.
- Work on tasks and projects with other groups/teams across the organisation, and other regulatory agencies, as directed by the Manager, Unmanned Aircraft.

## Core Competencies

<b>Collaborates</b> – Building the partnerships and working collaboratively with others to meet shared objectives	<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>
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<b>Decision Quality</b> – Making good and timely decisions that keep the organisation moving forward	<ul style="list-style-type: none"> <li>• Makes sound decisions, even in the absence of complete information</li> <li>• Relies on a mixture of analysis, wisdom, experience and judgement when making decisions</li> <li>• Considers all relevant factors and uses appropriate decision-making criteria and principles</li> <li>• Recognises when a quick 80% solution will suffice</li> </ul>
<b>Courage</b> – Stepping up to address difficult issues, saying what needs to be said	<ul style="list-style-type: none"> <li>• Readily tackles tough assignments</li> <li>• Faces difficult issues and supports others who do the same</li> <li>• Provides direct and actionable feedback</li> <li>• Is willing to champion an idea or position despite dissent or political risk</li> </ul>
<b>Ensures Accountability</b> – Holding self and others accountable to meet commitments	<ul style="list-style-type: none"> <li>• Follows through on commitments and makes sure others do the same</li> <li>• Acts with a clear sense of ownership</li> <li>• Takes personal responsibility for decisions, actions and failures</li> <li>• Establishes clear responsibilities and processes for monitoring work and measuring results</li> <li>• Designs feedback loops into work</li> </ul>
<b>Organisational Savvy</b> – Manoeuvring comfortably through complex policy, process and people-related organisational dynamics	<ul style="list-style-type: none"> <li>• Is sensitive to how people and organisations function</li> <li>• Anticipates land mines and plans approach accordingly</li> <li>• Deals comfortably with organisational politics</li> <li>• Knows who has power, respect, and influence</li> </ul>

## Skills and Experience

- A sound understanding of the NZ civil aviation, and health and safety, legislative and regulatory frameworks, and an awareness of equivalent foreign requirements.
- High level of relevant technical skill in a broad range of commercial aircraft operations.
- Proven analytical, critical thinking and problem-solving skills.
- Sound decision making, judgement and integrity.
- Working knowledge of the operational procedures and administrative requirements for commercial aircraft operations covering flight safety, flight operations, training, operational role standards, and safety management.



- Sound understanding of the New Zealand civil aviation legislative and regulatory framework and other statutory requirements affecting the sector that the Inspector will be engaged in.
- Ability to build professional and technical credibility, both within CAA and with industry.
- Well-developed interpersonal skills, including the ability to effectively communicate with a wide range of internal and external customers in a confident and positive customer-orientated manner
- Proven ability to work with minimal supervision and possessing the resilience to handle change and re-prioritise work.
- Ability to travel both domestically and internationally if required.
- Experience in conducting audits and investigations that involve safety, quality and risk-based management systems.
- An understanding of ICAO/international standards and recommended practices for civil aviation.

