

Position Description

Navigation Procedure Designer

Version 1

June 20, 2017

POSITION DESCRIPTION

TITLE: Navigation Procedure Designer	VACANCY NO: 18.001
BUSINESS: Aeropath Limited	BUSINESS GROUP: Aeropath Limited
REPORTS TO: Manager, Procedure Design	DIRECT REPORTS: Nil
	INDIRECT REPORTS: Nil
LOCATION: Wellington, New Zealand	DATE: June 2017

OVERVIEW

Aeropath Limited (Aeropath) is a unique aeronautical information management (AIM) and air navigation service provider that offers a wide range of services in aeronautical data management and the design of instrument flight procedures.

We are a New Zealand-based business operating across the Asia-Pacific region. Our customers include other Air Navigation Service Providers such as Airways NZ, aviation regulatory authorities such as CAA NZ, airports, airlines and commercial and private pilots.

PURPOSE OF THE POSITION

The Navigation Procedure Designer role is responsible for the design, validation and maintenance of safe and efficient visual and instrument flight procedures (IFP) in accordance with Aeropath Limited Certificate under Civil Aviation Rule Part 173.

RESPONSIBILITIES

The role is responsible for:

- The provision of accurate and operationally useable procedures in an environment that is increasingly dynamic and sensitive to the intrusive nature of aircraft operations.
- The continued professional development in the fields of air navigation, PANS-OPS criteria and tools and methods for design and evaluation of flight procedures.

GENERAL

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

KEY AREAS OF ACCOUNTABILITY**LEADERSHIP**

- Leads by example and sets the standard for professional behaviour and excellent work habits that support a positive, performance based environment.
- Represents Aeropath Limited professionally and enthusiastically.

DELIVERY OF SAFE AND EFFICIENT IFP AND RELATED SERVICES

- Design and revision of all types of visual and instrument flight procedures as authorised by Manager Procedure Design.
- Achievement of design tasks as set by Manager Procedure Design or a Principal Designer.
- The preparation for and where requested, participation in, flight validation of new or amended procedures.
- The provision of specialist technical advice to customers as required.
- Assessments of the impact of man-made obstructions and of hazardous activities on instrument flight procedures.
- Assessments of airspace requirements for protection of the IFR flight procedures and technical input in airspace design process.
- Preparation of submissions to CAA and AIM for publication of the developed IFP.

CUSTOMER SERVICE

- Liaise and maintain excellent working relationships and co-operation with key internal and external customers.
- Provision of solutions that effectively meet or exceed customer requirements.
- Customer satisfaction as measured through annual and ad hoc customer surveys.

QUALITY FOCUS

- Adhere to Aeropath Limited Management Systems Manual and other Procedure Design technical and quality process documentation.
- Ensure the work completed is error-free and appropriately documented within the agreed timelines and budgeted time.
- Suggest improvements to the internal quality processes and work methods for better efficiency and quality control.

HEALTH AND SAFETY

- Responsible for proactively demonstrating Aeropath Limited Safety values.
- Responsible for working in a safe manner and striving for continuous improvement in health & safety throughout the business.
- Responsible for ensuring Aeropath Limited security is maintained at all times.
- Accountable for proactively raising health or safety issues in line with Aeropath Limited safety management system.

SELF-DEVELOPMENT

- Develop a thorough understanding of Aeropath Limited corporate and administration processes.
- Develop a thorough understanding of our products and services.
- Monitor own performance and seek development opportunities to improve.
- Implements agreed development plans within agreed timeframes.

TRAVEL REQUIREMENT

- Infrequent travel may be required in other locations within NZ and internationally.

KEY RELATIONSHIPS / CUSTOMERS:**INTERNAL****NATURE OF THE RELATIONSHIP**

- | | |
|---------------------------------|----------------------------------|
| • CEO Aeropath Limited | • Key Stakeholder |
| • Manager Procedure Design | • Reports to |
| • Procedure Design Team | • Work with and collaborate |
| • Other Management and AIM Team | • Customers and Key stakeholders |

EXTERNAL**NATURE OF RELATIONSHIP**

- | | |
|----------------------------------|---|
| • Airways New Zealand | • Supplier and major customer and Shared Services support |
| • Suppliers | • Support purchasing process |
| • Civil Aviation Authority (CAA) | • Customer and Key stakeholder |

FORMAL QUALIFICATIONS / TRAINING / EXPERIENCE**REQUIRED****DESIRABLE**

Tertiary qualification equivalent to National Qualifications Framework (NQF) Level 5 or above, with emphasis on technical skills.

✓

Competency in the use of standard MS Office software suite.

✓

Completed ICAO PANS-OPS course or equivalent instrument flight procedure design course.

✓

Experience in design, development or validation of the instrument flight procedures, especially PBN flight procedures.

✓

Experience in flight operations either as a flight crew, ATC or performance engineer.

✓

Experience with CAD and GIS software applications

✓

KEY COMPETENCIES / SKILLS / KNOWLEDGE	REQUIRED	DESIRABLE
Sound understanding of the principles of operation of modern ground, airborne and space based navigation systems.	✓	
Familiarity with ICAO Standards and recommended practices (SARP).	✓	
Thorough knowledge and understanding of the Instrument Flight Rules (IFR).	✓	
Understanding of mapping projections and basic geodesy.	✓	
Excellent ability to prioritise and be pro-active.	✓	
Demonstrated ability to communicate, and with superior interpersonal skills.	✓	
Demonstrated influencing and collaborative behaviours.	✓	
Our Values: Demonstrates the Business Values consistently and naturally, showing a personal commitment to value Safety, Each Other, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
Customer & Partnership Focused: Builds long-term, strategic and sustainable relationships with customers/partner. Understands the customer's business and requirements. Manages expectations and builds respect rather than seeking to be liked. Measures performance against customer-based targets. Delivers on promises to customers and personally commits to resolving customer issues. Inspires a customer-centric approach.	✓	
Commercial acumen: drives commercial success by creating value, managing costs and/or defining sustainable profit-driven prices; proactively researches trends, competitors, customer requirements, opportunities; ensures internal customers are aware of costs; champions Aeropath limited as a thriving, successful and profitable business.	✓	
Prioritises & organises: prioritises tasks and organises themselves and resources to ensure all tasks completed on time; follows up to ensure other people's contributions are on schedule; anticipates problems and ensures contingency plans are available and actioned if needed; meets deadlines without being panicky or pressured, copes well and doesn't get flustered.	✓	
Dealing with pressure: Copes with complex problems calmly; maintains a good rapport with people in stressful situations;	✓	

handles issues and problems as they arise; is calm even under difficult circumstances; takes time to think problems through.

Communication: communicates openly, clearly and honestly, explaining reasons in a prompt and timely way that people understand and find relevant to their position; is clear and concise, seeking to be understood; adapts style and communication methods using face to face for difficult issues; listens and seeks to understand other's points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction.

✓

Problem Solving: Seeks out the data required; identifies discrepancies in data and is meticulous in generating hypotheses that incorporate all the symptoms; is tenacious when faced with difficult problems maintaining a systematic and logical approach; appreciates there are always a number of solutions to problems and thinks laterally to identify these.

✓

Decision Making: Thoroughly considers alternatives generated; makes decisions that are safe, balancing trade-offs on requirements, costs and timeliness; seeks feedback from customers on designs, specifications, and options; deals with complex information quickly and accurately.

✓