

POSITION DESCRIPTION

TITLE:	AA/WN APPROACH CONTROLLER
BUSINESS UNIT:	Service Delivery
LOCATION:	Christchurch initially with permanent move to Auckland
BUSINESS GROUP:	System Operator
DIRECT REPORTS:	Nil
INDIRECT REPORTS:	Nil
DATE:	January 2018

OVERVIEW

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, Each Other, Excellence and Success in all that we do.

Our organisation has two operating business groups:

- ▶ System Operator is responsible for implementation and operation of air traffic management, and supporting engineering and maintenance.
- ▶ Global Services provides products and services to air navigation service providers and other organisations internationally.

Our operational business groups are supported by governance and shared services functions including:

- ▶ Safety & Assurance.
- ▶ Finance and Information Technology.
- ▶ Human resources.
- ▶ Public Affairs & Corporate Communications.
- ▶ Legal Services.
- ▶ Strategy.

BUSINESS UNIT PURPOSE

To ensure the safe, customer focussed efficient and cost effective delivery of Air Navigation Services throughout New Zealand's Flight Information Region.

PURPOSE OF THE POSITION

- ▶ To provide safe and efficient approach radar, flight information, and alerting services to the Corporation's customers.

- ▶ To enhance the productivity and job satisfaction of all members of the team, and the Centre as a whole, by contributing positively to the ongoing development of procedures, systems, and work practices.

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	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Rostered duties as an approach controller on AA/WN Terminal • Operating in accordance with the directives for Approach Radar controllers specified in the Manual of Air Traffic Services, and in with the rules and instructions specified in the Christchurch Centre Management Systems Manual • Contributing to Team and Centre development by performing operationally related tasks as assigned from time to time
SELF DEVELOPMENT	<ul style="list-style-type: none"> • Monitors own performance and seeks development opportunities to improve performance. Implements agreed development plans within agreed timeframes.
HEALTH & SAFETY	<ul style="list-style-type: none"> • Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do • Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business • Responsible for ensuring Airways security is maintained at all times • Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training
TRAVEL REQUIREMENT	<ul style="list-style-type: none"> • Work may be required in other locations within NZ/internationally to perform the duties of the role.
BUDGET	<ul style="list-style-type: none"> • Responsible for managing a budget of \$ Nil
FINANCIAL DELEGATION	<ul style="list-style-type: none"> • Delegated financial authority for Capital Expenditure of \$ Nil • Delegated financial authority for Operational Expenditure of \$ Nil

CONTRACTUAL DELEGATION	<ul style="list-style-type: none"> • Signing Authority to a limit of \$ NIL
LEGISLATIVE OWNER	<ul style="list-style-type: none"> • Nil

KEY RELATIONSHIPS/CUSTOMERS:	
INTERNAL	NATURE OF THE RELATIONSHIP
AA/WN-TMA Team Leaders	Reports to, Works collaboratively with
Airways Technicians	Reporting faults, approving and facilitating maintenance
AA/WN-TMA Controllers	Day to day operations and co-ordination
EXTERNAL	NATURE OF RELATIONSHIP
Customers	Work collaboratively with and delivers to

FORMAL QUALIFICATIONS / TRAINING / EXPERIENCE	REQUIRED	DESIRABLE
Current Aerodrome/Approach Control Rating	✓	
The flexibility to cope with the diversity of traffic in this busy airspace	✓	
Demonstrated a willingness to add value to the team	✓	

KEY COMPETENCIES / SKILLS / KNOWLEDGE	REQUIRED	DESIRABLE
Efficient user of MS Office	✓	
Our Values - Demonstrates the Airways 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.	✓	
Accountable - Owns decisions and is accountable; consults with people; accesses information and analyses facts from a broad viewpoint; balances the needs of stakeholder triangle; has confidence in decisions; identifies core principles, and applies them consistently to decisions.	✓	
Communication - Communicates openly 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; anticipates needs of audience and adapts style and communication methods using face to face for difficult issues; listens and seeks to understand others points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction.	✓	

<p>Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with customers/partners; 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 across Airways.</p>	<p>✓</p>	
<p>Enthuses & Inspires - Is enthusiastic about what they do; has drive and energy and is prepared to do more; gets boots dirty and rolls up sleeves; sets the scene by painting the whole picture, gives goals and is genuinely interested in how things are going by keeping people posted on performance; is calm in the face of negativity and doesn’t back off.</p>	<p>✓</p>	

WE VALUE

SAFETY



TAKING INDIVIDUAL ACCOUNTABILITY
BEHAVING WITH INTEGRITY
BEING SAFE

EACH OTHER



SHOWING RESPECT & RECOGNITION
BEING SUPPORTIVE
SHOWING TRUST & UNDERSTANDING

EXCELLENCE



HAVING THE RIGHT ATTITUDE
BEING KNOWLEDGEABLE
SHOWING PROFESSIONALISM

SUCCESS



BEING CUSTOMER FOCUSED
DISPLAYING INITIATIVE
BUILDS THE FUTURE

OUR PURPOSE

- ▶ SAFE
- ▶ SUCCESSFUL
- ▶ SUSTAINABLE

