



## Position Description

Title	Air Traffic Controller – Aerodrome
<b>Towers, Service Delivery</b>	
Reports to:	Chief Controller
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	August 2023

### 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 is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out [www.airways.co.nz/about](http://www.airways.co.nz/about).

### Business Unit Purpose

To ensure the safe, customer focused 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 Aerodrome control services to Airways customers.  
To enhance the productivity and job satisfaction of all members of the team, and the Tower operation 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"> <li>▶ Rostered duties as an Aerodrome controller on the relevant Sector.</li> <li>▶ Operating in accordance with the directives for Aerodrome controllers specified in the Manual of Air Traffic Services, and within the rules and instructions specified in the Regional ANS Management System.</li> <li>▶ Contributing to team development by performing operationally related tasks as assigned from time to time.</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>▶ Monitors own performance and seeks development opportunities to improve performance.</li> <li>▶ Implements agreed development plans within agreed timeframes.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do.</li> <li>▶ Responsible for operating role in a safe manner and striving for continuous improvement in health &amp; safety throughout the business.</li> <li>▶ Responsible for ensuring Airways security is maintained at all times.</li> <li>▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health &amp; safety training.</li> </ul>
Travel Requirement	<ul style="list-style-type: none"> <li>▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>▶ Responsible for managing a budget of \$ Nil</li> </ul>
Financial Delegation	<ul style="list-style-type: none"> <li>▶ Delegated financial authority for Capital Expenditure of \$ Nil</li> <li>▶ Delegated financial authority for Operational Expenditure of \$ Nil</li> </ul>
Contractual Delegation	<ul style="list-style-type: none"> <li>▶ Signing Authority to a limit of \$ NIL</li> </ul>
Legislative Owner	<ul style="list-style-type: none"> <li>▶ NIL</li> </ul>

Key Relationships / Customers	Nature of Relationship
<b>Internal</b>	
Other Controllers	Day to day operations and coordination.
Airways Technicians	Reporting faults, approving and facilitating maintenance.

## External

Pilots	Provision of an ATC Service
Airport Company Staff	Emergency notification, day-to-day liaison of airfield operations etc.

Formal Qualifications / Training / Experience	Required	Desirable
Current Aerodrome Control Rating	✓	
The flexibility to cope with the diversity of traffic in this busy airspace	✓	
Demonstrated a willingness to add value to the team	✓	

<USE FOR NON-SLT ROLES – INSERT RELEVANT COMPETENCIES FROM APPENDIX 1>

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. <Keep for all roles>	✓	
<b>Accountable</b> - 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.	✓	
<b>Communication</b> - 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.	✓	
<b>Customer &amp; Partnership Focused</b> - 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.		
<b>Enthuses &amp; Inspires</b> - Is enthusiastic about what they do; is driven and has 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.	✓	

## Our values underpin everything we do



### We are **safe**

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



### We strive for **excellence**

We deliver our best work each and every day, and look for ways to continue to improve what we do.



### We are **One Airways**

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration.



### We celebrate **success**

We recognise our people's achievements, big and small, and celebrate our successes.