



Position Description

Title	Technology Group Safety Specialist
Technology Group	
Locations:	Christchurch
Reports to:	Manager Technology Safety and Regulatory Compliance
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	August 2025

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, One Airways, 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.

Business Unit Purpose

The Technology Group is responsible for designing, deploying, and maintaining the infrastructure that enables Airways to deliver its Air Traffic Management services nationally and within our Pacific FIR. Airways technical assets are spread widely across the country and form a resilient mission critical infrastructure of national significance. Systems are often located in areas that are remote.

Technology Group is the most diverse within Airways in terms of job functions and locations. That diversity means it presents a highly complex safety environment.

Purpose of the Position

The purpose of the Technology Group Safety Specialist position is to support the Senior Safety specialist role for Line 1 activities across the diverse and complex Technology Group as part of the Airways 3 lines of defence model. This role will provide health, safety and wellbeing subject matter advice to Technology Group line managers, team leaders, and employees, supporting the delivery of key areas of the Technology Group (TG) Safety & Compliance programme as follows:

- ▶ Assist in designing and implementing a critical risk audit programme, aligned with legal requirements, Technology Information Framework (TIF) processes and industry best practice, that captures Technology Group's critical risks, verifies critical control effectiveness, and aligns with Airways Risk Management Framework.
- ▶ Support Line 2 assurance activities performed by others to validate internal processes and critical control effectiveness within the Technology Group, ensuring desired safety outcomes are consistently met.
- ▶ Assist in designing and facilitating behavioural safety training for leaders and operational teams to adopt a positive safety mindset and actively invest in their own and others' safety and wellbeing.
- ▶ Assist with the identification, submission, and verification of evidence against legal obligations in Quartex InForm for applicable regulations under the Health and Safety at Work Act 2015.
- ▶ Support the development and maintenance of Microsoft Power BI dashboards to deliver safety intelligence and insights into lead indicators, enabling effective prioritisation and direction of safety improvement efforts.
- ▶ Assist in designing and delivering safety improvement projects across the Technology Group to mature safety culture.
- ▶ Assist the TG Manager of Safety and Regulatory Compliance and the Senior Safety specialist with core TG Safety Management System functions in development as required (examples include Quartex InControl tool management and development, business-led investigations, risk assessments, contractor management reviews, learning teams, induction training, partnering with TG managers and employees to assist them in leading their health and safety requirements to mature safety culture).
- ▶ Work with and act as support for the Senior Safety Specialist role with the Technology Group safety team.

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	
Health & Safety Leadership	<ul style="list-style-type: none"> ▶ Promote the vision of the organisation and represent Airways professionally and enthusiastically, both internally and externally ▶ Lead by example and sets the standard for professional behaviour and excellent work habits that support a positive, performance-based environment ▶ Display discretion and confidentiality in all matters

	<ul style="list-style-type: none"> ▶ Provide direction, empowerment and motivation to others in order to achieve business unit, group and organisational goals through the role function activities. ▶ Support leadership to support and enhance an engaged, high performing team. ▶ Assist with preparation and delivery of educational outcomes to enhance safety performance and support the business on key and critical high risks controls. ▶ Be a role model for our shared values. ▶ Responsible for working in a safe manner and striving for continuous improvement in health & safety throughout the business. ▶ Ensure Airways security is maintained at all times. ▶ Jointly responsible for proactively raising health or safety issues in line with Airways safety management system. ▶ Jointly responsible for driving continuous improvement in all aspects of health & safety and ensuring any current or new work practices are assessed for potential safety impact and they deliver on safety excellence.
Critical Risk Assurance	<ul style="list-style-type: none"> ▶ Assist to develop and deliver a critical risk audit programme, aligned with legal requirements, Technology Information Framework (TIF) processes and industry best practice, that captures Technology Group's critical risks and verifies critical control effectiveness. ▶ Document audit findings in report format including the identified effectiveness of controls (i.e. the presence of safety working effectively), improvement opportunities and non-compliances identified in the InControl software for management awareness, action and recording in TG performance reporting. ▶ Assist to provide analysis and updates of lead safety indicators for monthly reporting in TG to Manager of Safety and Regulatory Compliance. ▶ Report on audit findings in Quartex InForm compliance mapping software to aid TG in understanding its conformance to legal and other requirements.
Health and Safety Subject Matter Expertise and Advice	<ul style="list-style-type: none"> ▶ Provide professional health and safety advice and support to managers of high-risk work areas and contractors such as Technology, Property and Maintenance. ▶ Assist to provide information, training and supervision of health, safety and wellness processes, activities and events. ▶ Work alongside managers and employees to ensure Airways achieves excellence in health and safety performance.

	<ul style="list-style-type: none"> ▶ Be a part of providing high quality advice and support to managers in hazard identification, risk assessment, risk management and incident reporting. ▶ Assist line managers dealing with Health & Safety related issues and concerns. ▶ Support change management initiatives in relation to health and wellness. ▶ Work to enhance employee participation in all health and safety engagement processes. ▶ Assist with continuous improvement through training, coaching and building safety capability and culture. ▶ Help to create and deliver promotional campaigns and associated communications plans to support the Health & Safety programme. ▶ Assist with conducting risk assessments, investigations, learning teams and training as required in a professional, transparent and open manner. ▶ Help to ensure hazard identification, assessment, reporting and management processes are adhered to, and advise and support managers and employees to do so.
Health and Safety Compliance	<ul style="list-style-type: none"> ▶ Be a key part of provision of advice and services to ensure Airways meets its employer commitment to all legislative requirements under the Health & Safety at Work Act during audit and SMS functional activities. ▶ Develop a comprehensive understanding of the relevant legislative environment, including the Employment Relations Act and ACC as it relates to Welfare Management at Airways and act as liaison with ACC and WorkSafe NZ on occupational safety matters. ▶ Through the audit and assurance process, help to ensure Airways is able to evidence adherence to all relevant health and safety legislation and map this within the InForm software. ▶ Assist with planning, review and evaluating Airways progress to its legislative requirements, regulations and standards and key performance metrics as directed. ▶ Help to ensure that policies and guidelines reviewed through the assurance function are current and effective to support health and safety in the workplace.
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.
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations at short notice within NZ/internationally to perform the duties of the role.

Budget	▶ 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	▶ Signing Authority to a limit of \$ NIL.
Legislative Owner	▶ NIL.

Key Relationships / Customers	Nature of Relationship
Internal	
TG Safety and Regulatory Compliance Manager	Reports to
TG Senior Safety Specialist	Work collaboratively and supports as a safety SME
Safety & Assurance Team	Colleagues and key stakeholders
Airways TG managers and organisational leaders	Work collaboratively and supports as a safety SME
All TG employees	Work collaboratively and supports.
External	
Contractors as directed by manager	Work collaboratively and supports as a safety SME.

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary qualification/courses in OHS or equivalent experience in a complex occupational health and safety environment		✓
Demonstrated understanding of Health and Safety at Work Act, industry best practices, standard and codes of practice	✓	
Minimum of 2 year's relevant experience in a complex operational health and safety environment with high-risk activities, similar to the Technology Group	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
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Capable working knowledge of Microsoft product suite (including Power BI)	✓	
A proven track record of health and safety experience with an ability to conduct audits, map compliance requirements		✓
Generalist duties in Health and Safety Management including training, performance reporting on data, investigation, risk assessment and worker participation	✓	
Ability to create educational material and reporting to enhance the value of safety metrics as used with the Technology Group.	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
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.	✓	
Enthuses & Inspires - 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.	✓	
Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.	✓	
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.	✓	
Quality Focused - Thoroughly checks own work against standards, designs or specifications; tests in detail all functionality before releasing systems; uses knowledge of the	✓	

whole system to test all potential impacts and to verify final outcome; designs or uses tests which checks changes made.		
Safety Led Mindset - You understand that a healthy safety culture and a safe workplace require continuous cooperative and collaborative workplace interaction. Your understanding of the risks and implications of decisions made, informed by open conversations with subject matter experts as well as those impacted, is used to mitigate risks in a proactive way. You demonstrate confidence and expertise in safety while seeking to eliminate personal biases, have humility, and improve knowledge and understanding on a personal and organisational level.	✓	

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