



## Position Description

Title	Team Leader Aeronautical Information Management (AIM)
<b>Airways International - Aeropath</b>	
Locations:	Wellington
Reports to:	Manager Aeronautical Information Management (AIM)
Direct Reports:	4 to 6
Indirect Reports:	N/A
Date:	July 2025

### Overview

Airways International Ltd (AIL) is the commercial arm of Airways New Zealand – providing air traffic services training, simulation & selection solutions, uncrewed traffic management, aeronautical information management, flight procedures and aviation consultancy services to the global aviation industry.

As pioneers and market leaders, we partner with some of the best in the industry to develop and deliver world-leading products and services. To learn more about our people and organisational structure, check out [www.airwaysinternational.com](http://www.airwaysinternational.com)

### Business Unit Purpose

Aeropath is a business unit within AIL and offers a unique and wide range of services in aeronautical information management (AIM) and the design of instrument flight procedures (IFP). Aeropath operates domestically and internationally, and our customers include airports, airlines, pilots, ANSPs and civil aviation authorities.

### Purpose of the Position

The Team Leader Aeronautical Information Management (AIM) role is responsible for leading sub-teams of Aeronautical Information Management Specialists within Data, Software, Digital, Geospatial and Publication specialist areas. The role also ensures the AIM needs of AIL are provided, including the supervision of workstreams and AIM projects required to ensure a high quality, high output service in compliance with large commercial contracts and applicable standards.

Key tasks include:

- ▶ Providing technical and project leadership to the AIM Team.



- ▶ Effective prioritisation and coordination of AIM Team resources with other Team Leaders and the Manager AIM.
- ▶ Effective coordination with AIM Specialists and Procedure Design (PD) team to ensure a seamless service.
- ▶ Providing for the needs of AIL and its customers in a growing and dynamic global environment.

## 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	<ul style="list-style-type: none"><li>▶ Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals.</li><li>▶ Be a role model for our shared values.</li><li>▶ Provide leadership to develop and build an engaged and high performing team.</li><li>▶ Manage performance of individuals and business area ensuring objectives and operational requirements are achieved.</li></ul>
People Management	<ul style="list-style-type: none"><li>▶ Motivate, coach and manage staff towards the achievement of goals.</li><li>▶ Provide regular feedback including documented performance management.</li><li>▶ Develop successors at all levels and inspire teams with a clear direction.</li><li>▶ Provide expert guidance in problem solving activity, bring financial and deadline concerns into the mix, and maintain a hands-on approach.</li><li>▶ Ensure that team members carry out all work, project work, and documentation to the required standard.</li></ul>
Innovation	<ul style="list-style-type: none"><li>▶ Use own understanding of geospatial data sets, software and modern web technologies and languages to help the business innovate with improved processes, products and service delivery.</li><li>▶ Research and recommend new software applications to enhance overall efficiency.</li><li>▶ Provide leadership for new ideas and ways of doing things within the AIM team to enhance efficiency, accuracy and safety.</li></ul>
Financial Management	<ul style="list-style-type: none"><li>▶ Assist the Manager AIM to accurately predict revenue budget requirements during the annual budget round.</li></ul>



	<ul style="list-style-type: none"> <li>▶ Investigate ways to improve efficiency and minimise the cost of all activities whilst fulfilling agreed customer needs.</li> <li>▶ Plan business in accordance with the organisation's direction and needs.</li> </ul>
Customer Focus	<ul style="list-style-type: none"> <li>▶ Work closely with Manager AIM, Head of Aeropath and AIL Commercial to maintain excellent relationships with customers. Customer satisfaction may be measured through annual and ad hoc customer surveys.</li> <li>▶ Coordinate with AIM Specialists to ensure a seamless service.</li> <li>▶ Liaise with internal and external customers to keep them informed, at all times, of the status of work and projects.</li> <li>▶ Complete applicable AIP components in a timely manner in accordance with the AIRAC and publishing cycles.</li> <li>▶ Coordinate with external customers on delivering the AIM modernisation program in accordance with the CAA AIM contract.</li> <li>▶ Liaise with AIL Commercial and customers for scoping, pricing, quoting and completing Domestic and International AIM contracts.</li> </ul>
Operational Focus	<ul style="list-style-type: none"> <li>▶ Assist Manager AIM and Head of Aeropath to manage and maintain our CAR Part 175 Certification, and the CAA AIM contract.</li> <li>▶ Maintain AIM Team manuals and associated technical documentation to reflect current requirements and practice.</li> <li>▶ Maintain currency in AIM and a working knowledge of all systems for which the team is responsible.</li> <li>▶ Ensure that all required aeronautical data supplied to internal or external users meets appropriate ICAO and CAA rule requirements.</li> <li>▶ Ensure that appropriate licensing and quality assurance processes exist between the organisation and data/information suppliers and customers as advised by Airways Legal Counsel.</li> <li>▶ Report errors, hazards, and risks as required by the Safety management System.</li> <li>▶ Ensure AIM Team KPI's are met within your Team.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>▶ Ensure that we comply with the provisions of all legislation and governance requirements, including financial delegations.</li> </ul>



	<ul style="list-style-type: none"> <li>▶ Maintain familiarity with relevant technology and regulations.</li> <li>▶ Monitor, comply with and deliver to trends in safety and performance.</li> <li>▶ Comply with Health and Safety in line with the organisation's Policy, especially to ensure team takes leave on a yearly basis.</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> <li>▶ Develop leadership in Aeropath corporate and administration processes, products and services.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▶ Responsible for pro-actively ensuring that the priorities of safety, and the principles adopted to secure it, are made explicit to all staff and contractors.</li> <li>▶ Accountable for providing a safe work environment and implementing Airways/AIL health &amp; safety systems for all staff and contractors.</li> <li>▶ Accountable for creating a culture that promotes health &amp; safety.</li> <li>▶ Responsible for ensuring staff and contractors understand their health &amp; safety obligations including obligations to keep Airways/AIL secure.</li> <li>▶ Responsible for driving continuous improvement in all aspects of health &amp; safety and ensuring any current or new work practices are assessed for potential safety impact and they deliver on safety excellence.</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 an <u>opex</u> budget of \$TBA.</li> </ul>
Financial Delegation	<ul style="list-style-type: none"> <li>▶ Delegated financial authority for <u>capex business cases</u> \$NIL.</li> <li>▶ Delegated financial authority for <u>transactional expenditure</u> of \$NIL.</li> </ul>
Contractual Delegation	<ul style="list-style-type: none"> <li>▶ Signing Authority to a limit of \$NIL.</li> <li>▶ Please refer to <a href="#">Delegated Financial Authority Policy</a> for further information.</li> </ul>
Legislative Owner	<ul style="list-style-type: none"> <li>▶ NIL.</li> </ul>
Safety Sensitive	<ul style="list-style-type: none"> <li>▶ NO.</li> </ul>



Key Relationships / Customers	Nature of Relationship
<b>Internal</b>	
General Manager Commercial	Key stakeholder
Head of Aeropath	Key stakeholder
Manager AIM	Reports to
Team Leader(s) AIM	Work collaboratively with
AIM Team	Direct reports
Procedure Design team and wider AIL business	Work collaboratively with and shared services support
Airways New Zealand, including ATS, Technology Group and P&S	Key stakeholder, supplier, major customer and shared services support.
<b>External</b>	
Suppliers	Support purchasing process
Civil Aviation Authority (CAA), Airline Operators, Metservice, Airport Operators, NZDF	Customers and key stakeholders
National and International Commercial data/information suppliers	Key stakeholder.

Formal Qualifications / Training / Experience	Required	Desirable
Experience with any of the following: <ul style="list-style-type: none"> <li>▶ Software development or languages</li> <li>▶ CAD or GIS applications (including open source applications, e.g. QGIS)</li> <li>▶ Database configuration, writing SQL queries</li> <li>▶ Aviation procedures/documentation maintenance</li> </ul>	✓	
Thorough working knowledge of aviation concepts and terminology and/or specifically the aeronautical information domain	✓	
Have experience working in an Aeronautical Information Management related field within the last five years	✓	



Have a sound understanding of Navigation Aids, Flight Planning, Meteorology, Air Traffic Services, Aircraft Operations and Principles of Flight		✓
Appropriate tertiary or industry-specific qualifications or evidence of relevant equivalent knowledge in Aviation.	✓	
Demonstrated ability to undertake technical research and preparation of quality reports. Demonstrated ability to use databases, PCs and CADD systems and associated software.	✓	
Sound knowledge of international standards including ICAO Annexes 4, and 15 of the Chicago Convention, Docs 8126, 10066, PANS-AIM, and the ICAO AIM Roadmap	✓	
Sound knowledge of rules relevant to the country of operation including knowledge of New Zealand aviation regulations CAR Parts 12, 100, 175, and related guidance materials.	✓	
Have a sound understanding of Aviation Safety Management Processes and Human Factors.	✓	
Have a sound understanding of current data management and software trends and systems particularly in relation to geospatial and/or aeronautical information.	✓	
An understanding of aircraft navigation systems, datums, and map projections, surveying terms, and the interpretation of survey documents and plans.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Excellent ability to prioritise and be pro-active.	✓	
Demonstrated ability to communicate, and with superior interpersonal skills.	✓	
Demonstrated influencing and collaborative behaviours.	✓	
<b>Leadership</b> - Motivates and empowers others to achieve individual and organisational goals.	✓	
<b>Our Values</b> - Demonstrates the Airways/AIL 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.	✓	
<b>Coaches</b> - Understands and identifies development needs; provides regular feedback on behaviour and style as well as	✓	



technical skills; jointly creates action plans which utilises a range of development options; coordinates development initiatives to consolidate learning giving real opportunities through delegation.		
<b>Commercial Acumen</b> - Drives the commercial success of Airways 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 Airways as a thriving, successful and profitable business.	✓	
<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.	✓	
<b>Is Visible</b> - Gets out of the office and is visible in the workplace and at crucial meetings; takes the time to know staff as individuals; walks the talk – what they say is what they do; is friendly and approachable – makes time for staff; takes problems and ideas seriously, is prepared to modify position and keeps people informed.	✓	
<b>Leads Change</b> - Builds and communicates the need for change; draws on people with previous experience or skills who can support the process; implements continuous improvement.	✓	
<b>Builds Capability</b> - Identifies skills and knowledge required to achieve strategic objectives; takes a broad approach to considering where skills can be sourced from, internally and externally; selects people that will have the competencies and skills to lead and execute; creates and builds a complimentary team of successors.	✓	
<b>Owns Decisions</b> - Consults with people, accesses information and analyses facts; considers impacts on stakeholder's triangle; has confidence in, and owns the decisions; is consistent in their decision making.	✓	



Key Behaviours – Leading Teams			Required
Put Our People First	Lead and Engage Authentically	<p><b>Coaches and develops others:</b> Acts as a coach by actively uplifting the capability of others</p> <p><b>Fosters trust, safety, and inclusion:</b> Ensures others feel safe and respected, promoting inclusivity within teams</p> <p><b>Celebrates the success and achievements of others :</b> Celebrates and rewards individual and team success</p>	✓
Serve all Airspace users	Safety Focused Thinking	<p><b>Operates with a safety-led mindset:</b> Prioritises safety in all decisions and implements ideas that improve safety outcomes</p> <p><b>Applies a customer-centric lens:</b> Prioritises the customer in all decisions and actively seeks to improve customer experiences</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p><b>Focuses on growth, financial performance, and drives innovation:</b> Responsible for creating innovative solutions and delivering growth and sound financial performance</p> <p><b>Considers future needs when making decisions:</b> Prioritises future objectives and needs in all decisions in Airways strategies and processes</p> <p><b>Strives for excellence in performance:</b> Holds self and others accountable for delivering high-quality work and performance</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p><b>Promotes sustainability and champions sustainable practices:</b> Promotes sustainability and prioritises sustainable outcomes in all decisions</p> <p><b>Embeds and improves sustainable practices:</b> Implements processes that align to Airways sustainability goals and looks for ways to improve sustainability outcomes</p>	✓



## 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.