



## Position Description

Title	AIM Specialist
<b>Aeropath</b>	
Locations:	Wellington
Reports to:	Team Leader AIM
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	November 2025

### Overview

Airways International Limited (AIL) is a unique global aviation product and service provider established by Airways New Zealand as an autonomous business to provide innovative and effective solutions to air navigation service providers (ANSPs), airports and the wider aviation industry. The portfolio comprises software-related products, aeronautical information management, flight procedure design, simulation services, aviation infrastructure projects, and training.

### Business Unit Purpose

Aeropath is a business unit within AIL which offers a 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 includes airports, airlines, pilots, ANSPs and civil aviation authorities. The aviation industry is undergoing a period of exciting change, and Aeropath is responding to this with a strong focus on growth through innovation.

### Purpose of the Position

Based in Wellington, the AIM Specialist role sits within the Aeronautical Information Management (AIM) team and is responsible for the provision of high-quality aeronautical information management services to the aviation industry.

The AIM team uses the latest available technology to develop and maintain AIM products, including aeronautical data sets, web-based geospatial applications, and operational publications to support aviation operators around New Zealand and offshore.

An AIM Specialist is a “can-do” subject matter expert who is comfortable working in a fast-paced environment, has a passion for both aviation and technology, and is prepared to cross-train across a number of different functions.

This role requires you to have a keen interest in aviation and a technical mindset, with experience in any of the following areas:

- ▶ CAD and/or GIS tools and techniques
- ▶ geospatial data management.

Key tasks include:

- ▶ Aeronautical and geospatial data collection, analysis, visualisation and promulgation.
- ▶ GIS-related activities associated with the update and production of quality aeronautical data sets, geospatial charts, models and operational publications.
- ▶ Editorial review and implementation of changes to operational publications including AIP, charts and flight guides for New Zealand and other states.
- ▶ Liaising with various originators of information regarding our specific data requirements, including timeliness and completeness of submissions.
- ▶ Liaising with downstream users of information on their specific requirements
- ▶ Assisting in the development, application, and upkeep of AIM's quality assurance procedures, technical specifications, process documents and training materials.
- ▶ Helping the business innovate with improvements to processes, products, and service delivery, including development or enhancement of aeronautical software applications.

## 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	
Operational Focus Area: Aeronautical Information Management (AIM)	<ul style="list-style-type: none"> <li>▶ Compile, produce and deliver AIM products in accordance with established processes and specifications, including NZ Civil Aviation Rule Part 175 (Aeronautical Information Services), Part 100 (Safety Management Systems) and ICAO Annexes 4 and 15.</li> <li>▶ Perform GIS-related activities associated with aeronautical and geospatial data collection, analysis, visualisation and promulgation.</li> <li>▶ Produce quality-assured aeronautical data sets, geospatial charts, models and operational publications.</li> <li>▶ Implement and review changes to operational publications including AIP, charts and flight guides</li> <li>▶ Assist in the development, application, and upkeep of technical documents and training materials.</li> <li>▶ Liaise with upstream information originators and downstream data users as required.</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>▶ Use own understanding of geospatial data sets and modern web technologies and languages to help the business innovate with improved processes, products and service delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Research and recommend new software applications to enhance overall efficiency.</li> <li>▶ Assist in the development, application, and upkeep of technical documents and training materials.</li> </ul>
Customer Focus	<ul style="list-style-type: none"> <li>▶ Liaise with clients on their specific requirements and offer advice to best meet these requirements.</li> <li>▶ Assist in the development and application of quality assurance procedures, technical specifications, procedures and training material for AIM activities.</li> <li>▶ Maintain excellent relationships with originators of aeronautical information and customers utilising AIM services.</li> <li>▶ Coordinate activities with counterparts on the Aeropath Procedure Design Team to ensure a seamless service is delivered to Aeropath customers.</li> <li>▶ Liaise with internal and external information originators and customers to keep them informed, at all times, of the status of work and projects.</li> <li>▶ Coordinate with Team Leader AIM for scoping, pricing, quoting and completing Domestic and International AIM contracts.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>▶ Comply with the provisions of all legislation and governance requirements</li> <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 Airways/AIL Policy, especially to ensure a leave plan is developed and leave allocation is taken on a yearly basis.</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>▶ Develop a thorough understanding of Aeropath corporate and administration processes.</li> <li>▶ Develop a thorough understanding of Aeropath products and services.</li> <li>▶ Monitor own performance and seek development opportunities to improve.</li> <li>▶ Implement agreed development plans within agreed timeframes.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▶ Responsible for proactively demonstrating Airways/AIL Safety values.</li> <li>▶ Responsible for working in a safe manner and striving for continuous improvement in health &amp; safety throughout the business.</li> <li>▶ Responsible for ensuring Airways/AIL security is maintained at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Proactively raise health or safety issues in line with the Safety Management System.</li> <li>▶ Report errors, hazards, and risks as required by the Safety Management System.</li> </ul>
Travel Requirement	<ul style="list-style-type: none"> <li>▶ Infrequent travel may be required to other locations within NZ 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 \$NIL.</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>	
CEO AIL	Key stakeholder
Head of Aeropath	Key stakeholder
Team Leader AIM	Reports to
Manager AIM	Work collaboratively with
AIM Team	Work collaboratively with
Aeropath Procedure Design Team and wider AIL business	Work collaboratively with and shared services support
Airways New Zealand, including ATSS (Part 175 Services) and P&S	Key stakeholder, supplier, major customer and shared services support.
<b>External</b>	
Civil Aviation Authority (CAA)	Major customer and key stakeholder
Airline Operators, Airport Operators, NZDF	Customers and information originators
Suppliers	Support purchasing process

National and International Commercial data/information suppliers	Key stakeholders.
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Formal Qualifications / Training / Experience	Required	Desirable
<p>Experience with any of the following:</p> <ul style="list-style-type: none"> <li>Any software languages</li> <li>Any 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>	✓	
Working knowledge of aviation concepts and terminology and/or specifically the aeronautical information domain		✓
Demonstrated ability to apply new skills/techniques	✓	
Excellent written and verbal communication skills	✓	
Excellent general computer skills including Excel, Word, Sharepoint and databases	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
<b>Our Values</b> – 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.	✓	
<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>Commercial Accumen</b> - 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 as a thriving, successful and profitable business.		
<b>Prioritises and Organises</b> - Prioritises tasks and organises themselves and resources to ensure all tasks completed on time; Follows up to ensure other peoples 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.	✓	
<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>Manages Performance</b> - Sets milestones and timeframes to achieve objectives and operational requirements; determines priorities and allocates responsibilities and manages workflow; establishes measures and monitoring systems; monitors unit and individual performance, putting (joint) action plans in place to address areas of non-compliance; anticipates hurdles and has contingency plans to get around them.	✓	
<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 Self			Required
Put Our People First	Lead and Engage Authentically	<b>Coaches and develops others:</b> Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others  <b>Fosters trust, safety, and inclusion:</b> Treats others with respect and values diverse perspectives  <b>Celebrates the success and achievements of others:</b> Congratulates peers on their success	✓

Key Behaviours – Leading Self			Required
Serve all Airspace users	Safety Focused Thinking	<p><b>Operates with a safety-led mindset:</b> Takes personal accountability for the safety of themselves and those around them, and proposes new ideas to improve safety</p> <p><b>Applies a customer-centric lens:</b> Understands the needs of relevant customers and stakeholders</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p><b>Focuses on growth, financial performance, and drives innovation:</b> Focuses on growth and financial impacts and looks for innovative solutions</p> <p><b>Considers future needs when making decisions:</b> Understands future objectives and needs</p> <p><b>Strives for excellence in performance:</b> Completes day to day tasks at a high quality</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p><b>Promotes sustainability and champions sustainable practices:</b> Champions Airways commitment to sustainability</p> <p><b>Embeds and improves sustainable practices:</b> Adopts sustainable practices and proposes ideas for incorporating sustainability into existing processes</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