



## Position Description

Title	Simulator Pilot
<b>Airways International</b>	
Locations:	Christchurch
Reports to:	Simulator Team Leader (Tower/Surveillance)
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	December 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)

### Purpose of the Position

The purpose of the Simulation Pilot position is to simulate the role of a pilot in the training of ATC personnel and for airspace and procedures development. Ancillary tasks may include simulator exercise creation, software testing, graphics and technical support.

The position is responsible for:

- ▶ Providing realistic aircraft simulation to enable an effective training environment for ab initio and operational training.
- ▶ Providing realistic aircraft simulation to enable effective procedure design and testing.
- ▶ The accurate creation of exercises and scripts to meet the training objectives.
- ▶ The testing of exercises or procedures.
- ▶ Training of other pilots as required.

This role is subject to rosters which may include weekend work.



## 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	
Sim Piloting	<ul style="list-style-type: none"> <li>▶ To set up and operate the Simulator Pilot position in a professional and competent manner, providing a realistic aircraft simulation to enable:               <ul style="list-style-type: none"> <li>○ Effective training environment for ab initio and operational training.</li> <li>○ Effective procedure design and testing.</li> </ul> </li> <li>▶ To carry out Sim Pilot duties as delegated by the Sim Team Leader.</li> </ul>
Simulation Development	<ul style="list-style-type: none"> <li>▶ To assist with the accurate creation of exercises and scripts to meet the training objectives.</li> </ul>
Customer Relationships	<ul style="list-style-type: none"> <li>▶ To develop and maintain excellent relationships with customers.</li> <li>▶ To network between all customers and to ensure delivery of simulator services meet training compliance and/or customer expectations.</li> </ul>
Quality Control	<ul style="list-style-type: none"> <li>▶ To assist in the testing of exercises, including timings, script accuracy and training objectives.</li> <li>▶ To ensure that your workspace is always left in a neat and orderly fashion.</li> </ul>
Learning & Development	<ul style="list-style-type: none"> <li>▶ To be able to accurately pilot any aircraft in any part of the country by gaining a comprehensive and robust knowledge of all New Zealand airspace procedures, including military procedures and airline specific procedures, and to maintain currency with any procedure changes.</li> <li>▶ To learn and consistently demonstrate ICAO standard phraseologies for all phases of flight.</li> <li>▶ To learn and consistently demonstrate a thorough understanding of aircraft performance criteria for all phases of flight and for all aircraft types operated in the simulator.</li> <li>▶ To be able to quickly interpret the information on an aeronautical chart or plate.</li> <li>▶ To assist with the training and development of other Simulator Pilots, including on the job training conducted in a classroom or the simulator.</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/AIL 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 an <u>opex</u> budget of \$TBC</li> </ul>
Financial Delegation	<ul style="list-style-type: none"> <li>▶ Delegated financial authority for <u>capex business cases</u> \$TBC</li> <li>▶ Delegated financial authority for <u>transactional expenditure</u> of \$TBC</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>▶ Yes</li> </ul>

Key Relationships / Customers	Nature of Relationship
<b>Internal</b>	
Head of Aviation Services	Key stakeholders
Simulation Team Leader (Surveillance or Tower)	Direct Manager
Simulation Team	Work collaboratively with and support colleagues
Training Staff	Colleagues and suppliers (Total Control)



Students	Engage and support to provide high quality service.
<b>External</b>	
Customers	Engage and support to provide high quality service.

Formal Qualifications / Training / Experience	Required	Desirable
Air Traffic Systems (ATS) or flying experience.	✓	
Instrument Flight Rules (IFR) knowledge and/or experience.	✓	
Experience with Microsoft Office Suite.		✓
Basic computer experience.	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
<b>Effective Simulation</b> - Able to use previous experience to simulate real world scenarios and provide a realistic aviation training environment. Demonstrates understanding of airspace requirements, aircraft behaviour, navigational procedures and emergency actions. Has the ability to anticipate and understand the requirements of the air traffic situation. Able to manage with busy periods and to prioritise workload during these periods.	✓	
<b>Situational Awareness/Problem Identification</b> - Able to effectively interpret commands and instructions and consistently applies the appropriate response. Displays an awareness of the bigger picture during exercises and has the confidence to make timely decisions and initiate the correct action with the end goal in mind. Able to improvise if required in line with the scenario as a situation evolves.	✓	
<b>Procedural Accuracy</b> - High level of computer interaction skills which enables effective aircraft control. Checks data available and identifies errors against known procedures. Deals with errors and takes action to ensure they are not repeated. Identifies when the action of aircraft under own control are behaving inappropriately and takes corrective action.	✓	
<b>Our Values</b> - Demonstrates the Airways/AIL Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success;	✓	



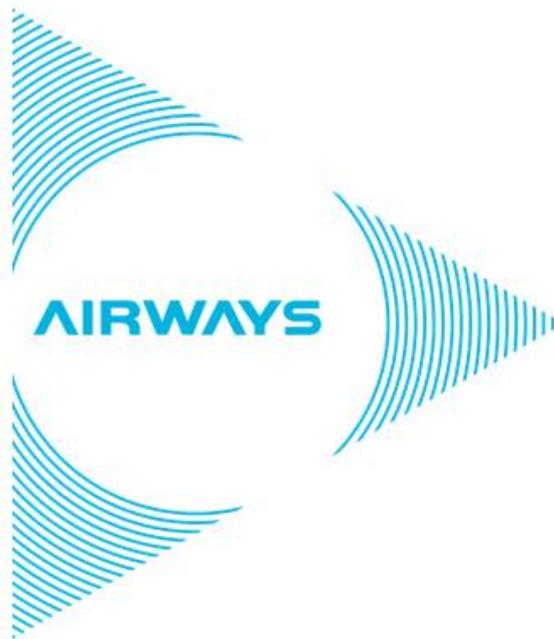
consistently exhibits behaviours that inspire understanding of and commitment to these values.		
<b>Communication</b> - Communicates openly and honestly, explaining reasons in a prompt and timely way that people understand and find relevant to their position; is clear and concise, seeking to be understood; 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>Quality Focused</b> - 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 check changes made.	✓	
<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>Teamwork &amp; Collaboration</b> - Works in collaboration with other Simulator Pilots and the Simulator Leader to share tasks among the team as required, ensuring simulation exercises are delivered accurately.	✓	

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