



## Position Description

Title	Air Traffic Control (ATC) Instructor
Airways International Ltd	
Locations:	Christchurch
Reports to:	Head of Air Traffic Services (ATS) Training
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	January 2026

### 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 role of the Instructor is to develop, prepare and deliver domestic and international ATC ab initio training courses and other Air Traffic Services courses in accordance with ICAO, CAA, Airways and NZQA frameworks. The role requires the instructor to be proficient in skill deficiency diagnosis and skill enhancement in line with the Training Centre’s ‘train for success’ philosophy.

### 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>▶ Promote the vision of the organization both internally and externally.</li><li>▶ Sets the standard for professional behaviour and excellent work habits that support a positive, performance-based environment.</li><li>▶ Represent AIL Training professionally and enthusiastically.</li></ul>



	<ul style="list-style-type: none"> <li>▶ Ensure quality training outcomes with measurable, demonstrable effectiveness that meet and exceed customer expectation.</li> <li>▶ Contribute and provide leadership in support of AIL Training management teams strategic and business objectives.</li> </ul>
Course Delivery	<ul style="list-style-type: none"> <li>▶ Deliver ATC and specialist technical training.</li> <li>▶ Prepare and conduct transparent &amp; fair assessments/reports on student progress.</li> <li>▶ Demonstrate cultural awareness &amp; sensitivity to students of differing ethnic backgrounds.</li> </ul>
Individualised Development	<ul style="list-style-type: none"> <li>▶ Diagnose skill deficiency and provide skill enhancement required.</li> <li>▶ Mentor and counsel students inclusive of pastoral care to students as required.</li> </ul>
Course Development	<ul style="list-style-type: none"> <li>▶ Design curricula, syllabi and develop courseware.</li> <li>▶ Undertake research on training developments with a view to improving teaching methods and outcomes.</li> <li>▶ Demonstrate a solution-oriented approach to identified problems.</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 \$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	▶ Yes
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Key Relationships / Customers	Nature of Relationship
<i>Internal</i>	
Manager, Training Delivery	Manager, reports to
ATC Instructors	Work collaboratively with to deliver key projects
AIL People	Work collaboratively with to deliver key projects
Students	Manage and lead: instruction, guidance and support
Employers	Work collaboratively with to deliver key projects

Formal Qualifications / Training / Experience	Required	Desirable
Tertiary qualification in an education and/or aviation/management domain		✓
Instructor and/or Check Ratings	✓	
An ATC rating in ADC and Non Radar Approach in Class D airspace and/or Radar	✓	
Classroom Instructional Technique		✓
Pilot licence		✓
Certificate/Diploma in Adult Teaching		✓
On-the-Job training	✓	
Classroom instruction		✓
Course delivery to adult foreign language students		✓

Key Competencies / Skills / Knowledge	Required	Desirable
On job training in an ATC operational environment	✓	
Organisation and delivery of instructional material	✓	
Comfortable with PC based technology	✓	
Adult and classroom teaching skills		✓



1:1 instruction in a technical simulation environment		✓
<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>Accountable</b> - Owns 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>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>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>Makes Decisions</b> - Prepared to make decisions, within limits of authority and does so in a timely manner; balances the needs of staff and operational needs; makes decisions which are consistent with the values; pre-emptively identifies staff issues and situations.	✓	
<b>Planned &amp; Organised</b> - 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.	✓	



Key Behaviours – Leading Self			Required
Put Our People First	Lead and Engage Authentically	<p><b>Coaches and develops others:</b> Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others</p> <p><b>Fosters trust, safety, and inclusion:</b> Treats others with respect and values diverse perspectives</p> <p><b>Celebrates the success and achievements of others:</b> Congratulates peers on their success</p>	✓
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