



Position Description

Title	ATS Training Manager
AIL	
Locations:	Christchurch
Reports to:	Head of Air Traffic Services (ATS) Training
Direct Reports:	4 plus contractors, secondments
Indirect Reports:	0
Date:	May 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

Purpose of the Business Unit

Airways Training is a registered Private Training Provider (PTE), and NZQA accredited training academy that provides world class aviation training to ANSPs world-wide, including New Zealand.

Our highly skilled and experienced instructors, cutting-edge training and simulation technologies, and are recognised internationally. Training services include ab initio training, professional develop training to existing Air Traffic Controllers, Aviation English training, and consultancy services.

Purpose of the Position

The ATS Training Manager is responsible for leading the delivery, quality, and continuous improvement of Air Traffic Services (ATS) training across Airways, and for international customers. This role provides strategic oversight of training delivery, training standards,



curriculum development, and instructor capability, ensuring that all training meets ICAO, CAA, Airways, and NZQA requirements.

The role leads a team of ATC Instructors and ATS Training Specialists, fostering a high performance culture that supports consistent, effective, and efficient training outcomes for domestic and international customers. The ATS Training Manager ensures training is aligned with organisational strategy, supports workforce readiness, and contributes to the long-term capability of the ATS profession.

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"> ▶ Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals. ▶ Be a role model for our shared values ▶ Develop and build an engaged and high performing team, including recruitment, induction, mentoring and evaluation of team members. ▶ Manage performance of individuals and business area ensuring objectives and operational requirements are achieved. ▶ Schedules training delivery, ensuring qualified staff are available for all training courses and operational needs.
Training strategy, standards and compliance	<ul style="list-style-type: none"> ▶ Provides oversight of training delivery, standards, and curriculum development, ensuring alignment with regulatory requirements and organisational priorities. ▶ Lead the implementation, monitoring, and continuous improvement of Unit Training Plans (UTPs) and Individual Training Plans (ITPs). ▶ Identify patterns, trends, and systemic issues affecting training outcomes and implement solutions. ▶ Responsible for standardising training methodologies and ensuring that training products, simulators, and scenarios meet high-quality, "fit for delivery" standards
Training delivery oversight	<ul style="list-style-type: none"> ▶ Oversee and deliver ATS ab initio and specialist technical training, ensuring consistency, quality, and effectiveness. ▶ Designing, delivering, and managing ATS training programs to maintain necessary competencies, certifications, and safety standards



	<ul style="list-style-type: none"> ▶ Ensure assessments are fair, transparent, and aligned with competency frameworks. ▶ Support instructors in diagnosing skill deficiencies and implementing targeted skill enhancement strategies. ▶ Ensure training delivery is culturally responsive and supportive of diverse student cohorts. ▶ Provide guidance and escalation support for complex student performance or pastoral care matters.
<p>Curriculum courseware and training development</p>	<ul style="list-style-type: none"> ▶ Lead the design, review, and continuous improvement of curricula, syllabi, and courseware. ▶ Ensure training curricula, lesson plans and simulation scenarios remain current, relevant, and aligned with operational needs and industry best practice. ▶ Oversee research into training methodologies, simulation use, and emerging technologies to enhance training outcomes. ▶ Drive innovation in training delivery, including simulation based training and digital learning solutions.
<p>Unit and stakeholder engagement</p>	<ul style="list-style-type: none"> ▶ Oversee Airways trainee progress during on the job training, working closely with Workforce Optimisation and unit/sector leadership. ▶ Build strong relationships with units/sectors to support successful trainee integration and performance. ▶ Participate in trainee allocation decisions and support onboarding processes. ▶ Ensure proactive communication with OJTIs and unit leaders to address issues early and effectively. ▶ Provide expert advice on simulation use, response training, and training interventions.
<p>Training partnerships and coordination</p>	<ul style="list-style-type: none"> ▶ Oversee simulator booking requirements and ensure effective coordination with stakeholders. ▶ Support the management of the Service Level Agreement (SLA) between ATS and Airways Training (AIT). ▶ Lead the development and delivery of the annual ATS National Training Forum and regional cyclical training programmes. ▶ Ensure examiner requirements are identified and scheduled in a timely manner.
<p>Continuous improvement and innovation</p>	<ul style="list-style-type: none"> ▶ Foster a culture of continuous improvement across all training functions. ▶ Lead initiatives to optimise training efficiency, effectiveness, and standardisation.



	<ul style="list-style-type: none"> ▶ Monitor training performance metrics and implement improvement strategies. ▶ Encourage reflective practice and professional development within the training team.
Self-Development	<ul style="list-style-type: none"> ▶ Maintain awareness of industry developments, training methodologies, and regulatory changes. ▶ Seek opportunities for professional development and support team members to do the same.
Health & Safety	<ul style="list-style-type: none"> ▶ 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. ▶ Accountable for providing a safe work environment and implementing Airways/AIL health & safety systems for all staff and contractors. ▶ Accountable for creating a culture that promotes health & safety ▶ Responsible for ensuring staff and contractors understand their health & safety obligations including obligations to keep Airways/AIL secure ▶ 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
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing a budget in accordance with DFA Policy.
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for capex business cases in accordance with DFA Policy. ▶ Delegated financial authority for operational expenditure in accordance with DFA Policy.
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit in accordance with DFA Policy. ▶ Please refer to Delegated Financial Authority Policy for further information.
Legislative Owner	<ul style="list-style-type: none"> ▶ NIL
Safety Sensitive	<ul style="list-style-type: none"> ▶ NO



Key Relationships / Customers	Nature of Relationship
Internal	
Head of ATS Training	Manager, reports to
ATS Specialists and ATC Instructors	Direct reports
Students	Work with and support
AIL and Airways staff	Colleagues
External	
NZQA, Ministry of Education, TEC	Comply with and deliver services to
ICAO, CAA / NZQA	Input to and audit of AIL compliance with regulatory and educational authorities.

Formal Qualifications / Training / Experience	Required	Desirable
Extensive experience as an ATS instructor including valid ATC certifications and instructor credentials	✓	
Deep knowledge of air traffic control procedures, safety standards, and specialised simulation software	✓	
General knowledge of aviation education and training.		✓
Current knowledge of eLearning methodologies.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Expert knowledge of competency based training, pedagogical methods, specifically for adult learners in high-stakes environments	✓	
Use data and evaluations to enhance training effectiveness		✓
Strong interpersonal and instructional skills to train diverse learner groups	✓	
Leadership - Motivates and empowers others to achieve individual and organisational goals.	✓	
Our Values - 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.		
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Key Behaviours – Leading Teams			Required
Put Our People First	Lead and Engage Authentically	<p>Coaches and develops others: Acts as a coach by actively uplifting the capability of others</p> <p>Fosters trust, safety, and inclusion: Ensures others feel safe and respected, promoting inclusivity within teams</p> <p>Celebrates the success and achievements of others : Celebrates and rewards individual and team success</p>	✓
Serve all Airspace users	Safety Focused Thinking	<p>Operates with a safety-led mindset: Prioritises safety in all decisions and implements ideas that improve safety outcomes</p> <p>Applies a customer-centric lens: Prioritises the customer in all decisions and actively seeks to improve customer experiences</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p>Focuses on growth, financial performance, and drives innovation: Responsible for creating innovative solutions and delivering growth and sound financial performance</p> <p>Considers future needs when making decisions: Prioritises future objectives and needs in all decisions in Airways strategies and processes</p> <p>Strives for excellence in performance: Holds self and others accountable for delivering high-quality work and performance</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p>Promotes sustainability and champions sustainable practices: Promotes sustainability and prioritises sustainable outcomes in all decisions</p>	✓



Key Behaviours – Leading Teams			Required
		Embeds and improves sustainable practices: Implements processes that align to Airways sustainability goals and looks for ways to improve sustainability outcomes	

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