



Position Description

Title	Draughtsperson (Electrical)
Technology	
Locations:	Christchurch
Reports to:	Manager Technical Training
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	June 2026

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The Technology Group is responsible for the effective delivery, management and services of all technology disciplines within the air traffic services environment - engineering design, software design and development, technology architecture and infrastructure, asset management, installation and maintenance, technical training, workload planning, maintenance program development, project management, and logistics support.

Purpose of the Position

The purpose of the position is to provide subject matter expertise of draughting services in the area of electrical systems design, particularly with main switchboards and power distribution, standby generators and uninterruptible power supplies. The position will also be required to assist other draughtspeople in more general draughting services relating to requirements by Technology Group staff.

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	
Specialist Draughting	<ul style="list-style-type: none"> ▶ Maintain familiarity with draughting systems technology and compliance with relevant legislation and regulations taking a hands-on approach. ▶ Contribute to appropriate specifications, standards, policies, practices and procedures that drive best practice in the draughting discipline. ▶ Meet service levels for the draughting outcomes and provide assurance to Manager Technical Training that these are met. ▶ Contribute to bi-annual Draughting Cluster groups. ▶ Contribute to the review of draughting technology Asset Management Plans. ▶ Contribute to the update of the Draughting Strategy Roadmap and Service Mapping Framework. ▶ Ensure appropriate technical standards are set and maintained for draughting systems. ▶ Promote the vision of the Draughting Service function and planned activities.
Professional Development	<ul style="list-style-type: none"> ▶ Lead by example and set the standard for professional behaviour, demonstrating excellent work habits that support a positive performance-based environment. ▶ Provide draughting systems support to the wider team as required. ▶ Provide escalated support for draughting systems. ▶ Show leadership in the implementation of new strategic initiatives as required. ▶ Be prepared to take necessary leadership roles either as requested or as necessary in an emergency. ▶ Be a role model for our shared values.
Financial Management	<ul style="list-style-type: none"> ▶ Contribute to the Draughting systems roadmap. ▶ Contribute to the preparation of the annual Draughting OPEX budgets. ▶ Contribute to the preparation of quotes and tender documents as may be required from time to time. ▶ Investigate ways to improve the cost effectiveness of the draughting systems asset. ▶ Provide improvements that can deliver draughting systems cost saving.

	<ul style="list-style-type: none"> ▶ Maintain familiarity with the cost of external draughting systems.
Customer Focus	<ul style="list-style-type: none"> ▶ Work closely with Manager Electrical Systems and Manager Technical Training ▶ Maintain excellent relations with the technical teams and users. ▶ Maintain a dynamic draughting technology status view that is easily understood by customers and translated into projects. ▶ Be part of a customer-focused technology delivery environment. ▶ Participate and Implement quality improvement projects in draughting systems.
Commercial and Supplier Management	<ul style="list-style-type: none"> ▶ Network with external businesses, external specialists and actively research to keep abreast of best practice and industry developments in draughting systems. ▶ Support Manager Technical Training with the management of external commercial and supplier relationship.
Governance	<ul style="list-style-type: none"> ▶ Deliver solutions such that the draughting technologies comply with the provisions of all legislation and governance requirements, including the provisions of CAA Regulations. ▶ Expenditure to be within project/personal financial delegations. ▶ Identify and maintain draughting systems safety and efficiency practices relevant to draughting. ▶ Assist the Manager Technical Training on matters relating to the safe technical operation of the asset. ▶ Implement quality management and continuous improvement processes, and initiate modifications to plans or processes as appropriate. ▶ Monitor draughting systems deficiency trends and initiate changes to draughting systems or maintenance specifications, or to the draughting systems replacement plans as appropriate. ▶ Create and implement agreed strategic initiatives to draughting systems that align with Airways' strategies.
Risk Management	<ul style="list-style-type: none"> ▶ Proactively identify draughting systems risks (bringing to the attention of training systems) and contributing to mitigate these risks.
Self-Development	<ul style="list-style-type: none"> ▶ Monitor own performance and seek development opportunities to improve performance. ▶ Implement agreed development plans within agreed timeframes.

Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▶ Responsible for operating in a safe manner and striving for continuous improvement in health & safety throughout the business, including observation of the work of others. ▶ Responsible for ensuring Airways security is maintained at all times. ▶ Accountable for proactively raising health or safety issues in line with Airways' safety management systems and participating in position related health & safety training.
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 an <u>opex</u> budget of \$NIL.
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for <u>capex business cases</u> \$NIL. ▶ Delegated financial authority for <u>transactional expenditure</u> of \$NIL.
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$NIL. ▶ 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	
Manager Technical Training	Direct reporting line
Manager Electrical Systems	Primary customer
Draughting Colleagues	Work Collaboratively and share ideas
System Engineers (pool)	Work collaboratively with
Project Manager, or project team member, or member of Project Control Group for projects involving changes to operational systems	Reporting to/working with - as required
Engineers assigned as member of a project team	Guide, assist and encourage in the performance of their work and in meeting

	the standards of the Draughting Systems project
Leaders in Technology business unit	Work collaboratively with for cost effective, aligned delivery of Airways overall technology requirements
Procurement	Work collaboratively with for the effective management of suppliers, vendors and contractors
Managers and Staff of Airways	Be visible and credible as the Electrical Draughting specialist.

External

Vendors and Suppliers	Ensure cost effective commercial outcomes; assist the Manager Technical Training with strategic partnerships.
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Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary qualification in Engineering or Technology field or equivalent experience in electrical draughting services in New Zealand or internationally	✓	
Be a Certified Draughting Professional		✓
Experience in New Zealand standards and recommendations in Draughting Systems	✓	
Be able to implement a Systems Design Approach to draughting	✓	
Able to contribute to non-core engineering functions when required e.g. strategic planning		✓
Strong capability using MS Office products	✓	
Previous experience in and a genuine passion for the aviation, transport or technology industries		✓
Strong working experience with AutoCAD is essential. Knowledge of Microstation (by Bentley) would be an advantage.	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
Excellent analytical and work planning skills.	✓	

<p>Self-motivated, able to work with minimal supervision and to tight deadlines.</p>	<p>✓</p>	
<p>Exceptional interpersonal skills and excellent verbal and written Draughting skills; the ability to interact professionally with a diverse group including senior managers, vendors, professionals, etc. and present credibly</p>	<p>✓</p>	
<p>Our Values - 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.</p>	<p>✓</p>	
<p>Is Visible - 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.</p>	<p>✓</p>	
<p>Customer & Partnership Focused - 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</p>	<p>✓</p>	
<p>Commercial Acumen - 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. Proactively researches trends, competitors, customer requirements, opportunities; ensures internal customers are aware of costs; champions Airways as a thriving, successful and profitable business. Always has a focus on the commercial impact of technical decisions to Airways. Ensures deliverables and commercial charges are delivered/processed in a timely fashion.</p>	<p>✓</p>	

Key Behaviours – Leading Self			Required
Put Our People First	Lead and Engage Authentically	<p>Coaches and develops others: Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others</p> <p>Fosters trust, safety, and inclusion: Treats others with respect and values diverse perspectives</p> <p>Celebrates the success and achievements of others: Congratulates peers on their success</p>	✓
Serve all Airspace users	Safety Focused Thinking	<p>Operates with a safety-led mindset: Takes personal accountability for the safety of themselves and those around them, and proposes new ideas to improve safety</p> <p>Applies a customer-centric lens: Understands the needs of relevant customers and stakeholders</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p>Focuses on growth, financial performance, and drives innovation: Focuses on growth and financial impacts and looks for innovative solutions</p> <p>Considers future needs when making decisions: Understands future objectives and needs</p> <p>Strives for excellence in performance: Completes day to day tasks at a high quality</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p>Promotes sustainability and champions sustainable practices: Champions Airways commitment to sustainability</p> <p>Embeds and improves sustainable practices: 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