



## Position Description

Title	Navigation Procedure Designer
<b>Aeropath</b>	
Locations:	Wellington
Reports to:	Team Leader Procedure Design
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	July 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 Business Unit

Aeropath is a business unit within AIL and offers a unique and 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 include airports, airlines, pilots, ANSPs and civil aviation authorities.

### Purpose of the Position

The Navigation Procedure Designer role is responsible for the design, validation and maintenance of safe and efficient visual and instrument flight procedures (IFP) in accordance with a Certificate issued under New Zealand Civil Aviation Rule Part 173.

The role is responsible for:

- ▶ The provision of accurate and operationally useable procedures in an environment that is increasingly dynamic and sensitive to the intrusive nature of aircraft operations.
- ▶ The continued professional development in the fields of air navigation, PANS-OPS criteria and tools and methods for design and evaluation of flight procedures.



## 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>▶ Set the standard for professional behaviour and excellent work habits that support a positive, performance-based environment.</li> <li>▶ Represent Aeropath professionally and enthusiastically.</li> </ul>
Delivery of Safe and Efficient IFP and Related Services	<ul style="list-style-type: none"> <li>▶ Design and revision of all types of visual and instrument flight procedures as authorised by Manager Procedure Design or Team Leader Procedure Design.</li> <li>▶ Achieve design tasks as set by Manager Procedure Design, Team Leader Procedure Design or a Principal Designer.</li> <li>▶ Prepare for and where requested, participate in, flight validation of new or amended procedures.</li> <li>▶ Provide specialist technical advice to customers as required.</li> <li>▶ Assess the impact, obstructions and of hazardous activities on instrument flight procedures.</li> <li>▶ Assess airspace requirements for protection of the IFR flight procedures and technical input in airspace design process.</li> <li>▶ Prepare submissions to CAA and AIM for publication of the developed IFP.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>▶ Liaise and maintain excellent working relationships and co-operation with key internal and external customers.</li> <li>▶ Provide solutions that effectively meet or exceed customer requirements.</li> <li>▶ Ensure customer satisfaction as measured through annual and ad hoc customer surveys.</li> </ul>
Quality Focus	<ul style="list-style-type: none"> <li>▶ Adhere to the Aeropath Systems Manuals and other Procedure Design technical and quality process documentation.</li> <li>▶ Ensure the work completed is error-free and appropriately documented within the agreed timelines and budgeted time.</li> </ul>



	<ul style="list-style-type: none"> <li>▶ Suggest improvements to the internal quality processes and work methods for better efficiency and quality control.</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>▶ Develop a thorough understanding of the Aeropath corporate and administration processes.</li> <li>▶ Develop a thorough understanding of our products and services.</li> <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	<ul style="list-style-type: none"> <li>▶ NO.</li> </ul>

Key Relationships / Customers	Nature of Relationship
<b>Internal</b>	
Head of Aeropath	Key Stakeholder



Manager Procedure Design	Key Stakeholder
Team Leader Procedure Design	Reports to
Procedure Design Team	Work with and Collaborate
AIM team, Flight Inspection, Airways P&S and wider AIL business	Key Stakeholders and Customers.

**External**

Airways New Zealand	Supplier, Major Customer and Shared Services support
Suppliers	Support purchasing process
Civil Aviation Authority (CAA)	Customer and Key Stakeholder.

Formal Qualifications / Training / Experience	Required	Desirable
Tertiary qualification equivalent to National Qualifications Framework (NQF) Level 5 or above, with emphasis on technical skills.	✓	
Competency in the use of standard MS Office software suite.	✓	
Completed ICAO PANS-OPS course or equivalent instrument flight procedure design course.		✓
Experience in design, development or validation of the instrument flight procedures, especially PBN flight procedures.		✓
Experience in flight operations either as a flight crew, ATC or performance engineer.		✓
Experience with CAD and GIS software applications.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Sound understanding of the principles of operation of modern ground-based and space-based navigation systems.		✓
Familiarity with ICAO Standards and recommended practices (SARP).		✓
Thorough knowledge and understanding of the Instrument Flight Rules (IFR).		✓



Understanding of mapping projections and basic geodesy.		✓
Excellent ability to prioritise and be pro-active.	✓	
Demonstrated ability to communicate, and with superior interpersonal skills.	✓	
Demonstrated influencing and collaborative behaviours.	✓	
<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>Customer &amp; Partnership Focused</b> - Builds long-term, strategic and sustainable relationships with customers/partner. 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.	✓	
<b>Commercial acumen</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 limited as a thriving, successful and profitable business.	✓	
<b>Prioritises &amp; organises</b> - Prioritises tasks and organises themselves and resources to ensure all tasks completed on time; follows up to ensure other people's 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>Dealing with pressure</b> - Copes with complex problems calmly; maintains a good rapport with people in stressful situations; handles issues and problems as they arise, is calm even under difficult circumstances; takes time to think problems through.	✓	
<b>Communication</b> - Communicates openly, clearly 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; adapts style and communication methods using face to face for difficult issues; listens and seeks to understand other's points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction	✓	



<p><b>Problem Solving</b> - Seeks out the data required; identifies discrepancies in data and is meticulous in generating hypotheses that incorporate all the symptoms; is tenacious when faced with difficult problems maintaining a systematic and logical approach; appreciates there are always a number of solutions to problems and thinks laterally to identify these</p>	<p>✓</p>	
<p><b>Decision Making</b> - Thoroughly considers alternatives generated; makes decisions that are safe, balancing trade-offs on requirements, costs and timeliness; seeks feedback from customers on designs, specifications, and options; deals with complex information quickly and accurately.</p>	<p>✓</p>	

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>	<p>✓</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>	<p>✓</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>	<p>✓</p>



Key Behaviours – Leading Self			Required
Aviation Support Sustainable	Sustainability Champion	<b>Promotes sustainability and champions sustainable practices:</b> Champions Airways commitment to sustainability <b>Embeds and improves sustainable practices:</b> Adopts sustainable practices and proposes ideas for incorporating sustainability into existing processes	✓

## 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