



Position Description

Title	ANS Requirements Specialist
Technology	
Locations:	Christchurch
Reports to:	ANS Requirements Team Leader
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	April 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 navigation 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.

The domestic Air Navigation Services Requirements (ANSR) team represent Air Traffic Services (ATS) operations for the change and validation of Airways domestic Air Traffic Management Systems (ATMs). For these systems, ANSR is responsible for:

- ▶ Conducting system adaptation in synchronisation with AIRAC cycles
- ▶ Triaging and correcting operational reported system issues
- ▶ Defining, developing and validating new functional requirements
- ▶ Realisation of operational/technical elements of Airways strategy.

Additionally, the unit provides considerable Subject Matter Expertise (SME) to operational, technical, project, and international arms of the business. ANSR also represents Airways at national and international regulatory forums.

Purpose of the Position

The role of ANS Requirements Specialist is to support the domestic ATM system adaptation and validation for AIRAC cycle releases. Additionally, the role participates in release activities, supporting the release lead in conducting these activities. As experience grows participation will expand to include more advanced system configuration and project 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	
Problem Solving	▶ Assess system related adaptation tasking (Routes/Procedures etc) and adapt them in the Domestic ATMS so they are operationally effective ▶ Assess operational issues and requests and determine the correct course of action for effective solutioning ▶ Devise effective validation for confirming changes to the ATMS are correct and effective ▶ Work collaboratively with other ANSR and TG/Ops team representatives to progress work streams and identify optimal solutioning for needs.
Operational	▶ Fulfil a range of functions as directed by the the ANSR TL. These include: ○ Working with the ANSR team to managing system adaptation and configuration to keep them updated with AIRAC/Operational schedules ○ Developing operational-based ATMS functional requirements ○ Preparing/conducting test programs ○ Designing and implementing software/adaptation changes ○ Triaging and correcting operational reported system issues ○ Realisation of operational/technical elements of Airways strategy.
Leadership	▶ Build up the required domain knowledge to: ○ Conduct core ANSR competencies through a competency-based training approach, starting at ab initio level and progressing towards becoming independent for core adaptation and validation tasking ○ Provide input into AIRAC cycle work planning and conduct ○ Provide input into tactical planning activity which will increase as knowledge and experience expands

	○ Increasingly take on responsibility and the ability to autonomously fulfil assigned tasks.
Governance	▶ Complies with the provisions of all relevant legislation and governance requirements, including financial delegations ▶ Maintains familiarity with relevant technology, safety and quality assurance provisions ▶ Demonstrates technical, leadership and administrative responsibility for people, tasks and areas assigned to your care.
Self-Development	▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health, Safety & Risk	▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▶ Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business. ▶ 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. ▶ Responsible for identifying and proactively reporting risks. ▶ Participates in activities undertaken to manage risk across Airways including improving controls effectiveness.
Travel Requirement	▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	▶ Responsible for managing an <u>opex</u> budget of \$Nil.
Financial Delegation	▶ Delegated financial authority for <u>capex business cases</u> \$Nil. ▶ Delegated financial authority for <u>transactional expenditure</u> of \$Nil.
Contractual Delegation	▶ Signing Authority to a limit of \$Nil. ▶ Please refer to Delegated Authority Policy for further information.
Legislative Owner	▶ Nil.
Safety Sensitive	▶ Yes.

Key Relationships / Customers	Nature of Relationship
Internal	
ANS Requirements Team Leader	Reports to
Other ANS Team Members	Interface with fellow ANSR team members for: ▶ Induction ▶ Training on ANSR process and system-specific management and adaptation ▶ Leadership and guidance
Software Development Team	Management and configuration of systems and peripherals
ATS Managers/Team Leaders/SMEs and ATSD Manager	Initially participate via supporting Senior ANSR staff conducting liaison activities then, as training and experience grows, interface with group for the provision of ATS Systems needs and functional configuration.

Formal Qualifications / Training / Experience	Required	Desirable
Hold a commercial pilot's licence, Air Traffic Services (ATS) qualification or has a Procedure Design (PD) background or similar to facilitate understanding of aeronautical procedures and their operational application	✓	
High learning agility to continuously gain and deepen knowledge and expertise	✓	
Analytic and methodical approach to problem solving	✓	
Ability to collate and present data to support an evidence-based approach to issue identification and resolution	✓	
Ability to work with and support effective problem solving with other team members on complex issue resolution	✓	
Knowledge of the Domestic ATS operations and exposure to their systems and applications		✓
Knowledge of the ATMS function and components, concepts of system/data adaptation, build and release process		✓
Knowledge of validation process and expectations with regards to safety critical systems		✓
Experience with Microsoft Office Suite including Outlook, Word, Excel, SharePoint and Teams	✓	

Experience with applications used in adaptation creation and validation.		✓
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Key Competencies / Skills / Knowledge	Required	Desirable
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.	✓	
Communication - 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.	✓	
Problem Solving - 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.	✓	
Dealing with Pressure - 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.	✓	
Planned & Organised - Develops realistic plans to ensure objectives and deadlines are met; ensures all resources/data available to implement the plan; methodical and persistent in conduct of tasking to ensure accuracy and validity; works on a number of jobs simultaneously without any dropping off.	✓	
Quality Focussed - 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.	✓	

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