



**MINISTRY of TRANSPORT
GOVERNMENT OF THE COOK ISLANDS**

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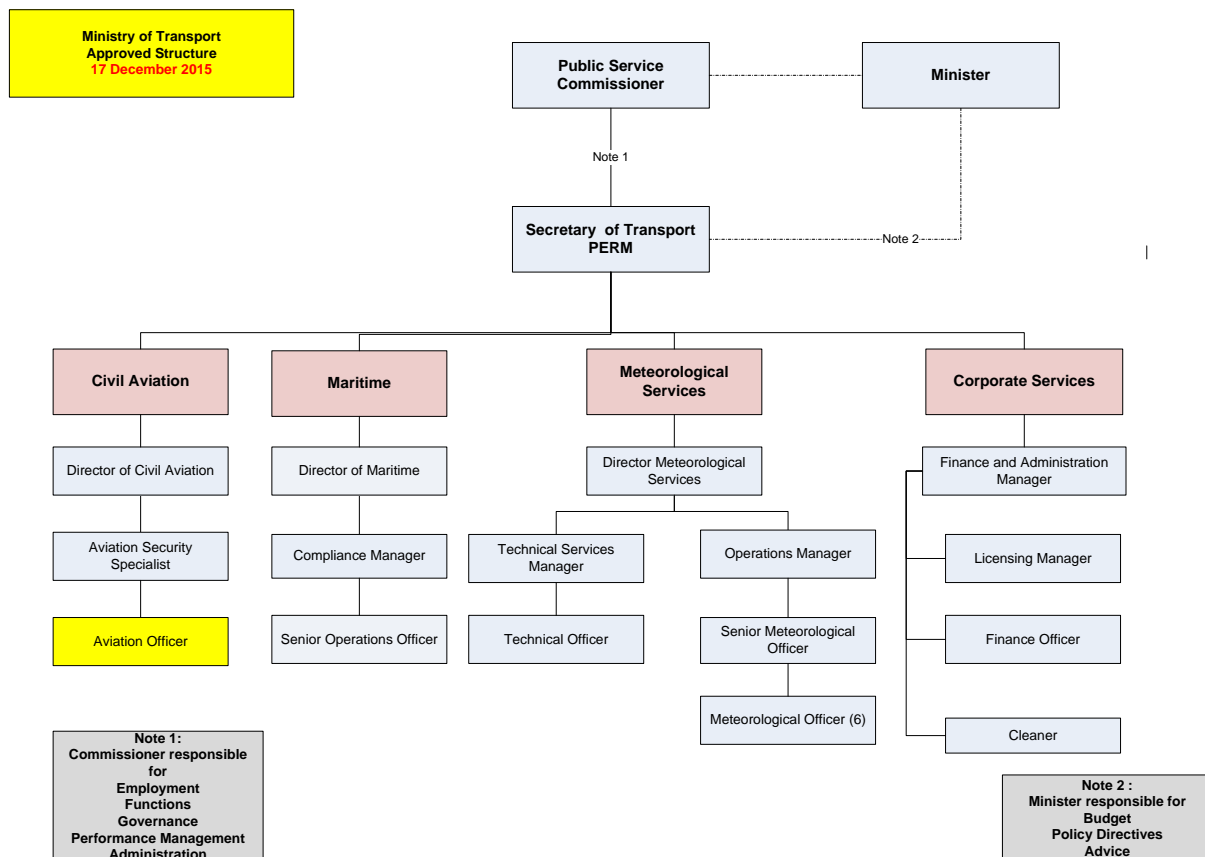
POSITION SUMMARY

Job Title:	Aviation Officer
Division:	Civil Aviation, Ministry of Transport
Responsible To:	Aviation(Safety & Security) Oversight Manager
Responsible For:	No staff
Job Purpose:	Assisting the Aviation (Safety & Security) Oversight Manger and DCA in Civil Aviation Functions
Job Classification:	Function Service Delivery, Corporate Support, Governance Jobwise Code (T1)
Date updated:	14/10/2016

AGENCY VISION

To be a competent, fair and trusted transport regulatory authority that focuses on improving and strengthening the mandate of the Ministry's responsibilities.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Aviation Documents and activities:</p> <ul style="list-style-type: none"> - Received, records and processing of all landing permits; - Receive, assist and prepares applications under the Civil Aviation Act; - Liaise with Airport Authority, Airlines and certified operators. - All International Civil Aviation Organisation (ICAO) documents (i.e. Annexes, Parts and manuals and other related aviation documents are updated with amendments are filed electronically and hardcopy as per Civil Aviation Registry; - Ensure all recent and updated documents received from ICAO are recorded, actioned, filed and advised Director of Civil Aviation (DCA). - Maintain the Civil Aviation Aircraft Registry - Receive and disseminate State Letters, E-Bulletins and information internally and with stakeholders including aviation operators where necessary. - Support implementation of ICAO corrective actions plan 	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> • All landing permit applications are processed and approved with approved Landing Permit Certificate forwarded to applicant and receipt acknowledged. • When the administration of the Act and its regulations are carried out accordingly • When the Aviation functions are carried out effectively
<p>KRA 2: Domestic Aviation activities:</p> <ul style="list-style-type: none"> - Support national plans (Search and Rescue (SAR), Aviation Security) and Aviation legislations and Regulations; - Keeping records of all licences and permits issued; - Issuing such instructions and rules to Aviation personnel, employees and inspectors that may be required to give full effect to the Aviation Act and its regulations after discussions with DCA - Assist the Aviation Oversight Manager and Director of Civil Aviation in the duties of Aviation - Maintain and oversee examinations for airline operators in accordance with obligations and requirements; - 	<ul style="list-style-type: none"> • All arrangement and implementation of training are processed and approved • When records and services are carried out accordingly • When the Aviation functions are carried out effectively
<p>KRA 3: MoT Website and Contact Management:</p> <ul style="list-style-type: none"> - Focal point for all initial enquiries relating to Ministry of Transport (MoT) functions; - Manage MoT website using templates - Conduct regular meetings with MoT staff requiring updated information for website and any new initiatives to be incorporated into the website for 	<ul style="list-style-type: none"> • Website maintained up to date in time frames as per MoT Quality Management System (QMS). • Liaison with IT specialists when changes required that go beyond template updates. • Effective liaison with MoT staff for website maintenance

<p>stakeholders, operators and public information;</p> <ul style="list-style-type: none"> - Identify when changes are required that are beyond the capabilities of the templates - Work with identified MoT staff to ensure information is up to date. - 	
<p>KRA 4: Corporate Services:</p> <ul style="list-style-type: none"> - Provide administrative support to Secretary, DCA and MoT Staff - Monitor implementation of QMS - Maintain an opportunities for improvements register, and implement changes as may be agreed with Secretary, MoT - Ensure record of changes to QMS is maintained - Maintain a copy of Civil Aviation Registry 	<ul style="list-style-type: none"> • Administration requirements are completed accurately within agreed time frames • Willingly offering services, advice and helpful information for stakeholders • High quality corporate services provided • Performance rating 'meets expectations'
<p>KRA 5: Self-Management and Continuous Improvement:</p> <ul style="list-style-type: none"> - Demonstrate self-management and continuous improvement in own performance and personal development; - Be responsible for personal capacity building initiatives; - Update person files for all MoT staff - Coordinate and update personal training folders for each member of the MoT 	<ul style="list-style-type: none"> • Performance rating 'meets expectations'
<p>KRA 6: Sustainable Resource Management:</p> <ul style="list-style-type: none"> - Demonstrate a commitment to sustainable, prudent and innovative resource management - Carry out such other duties relating to resource management as may be assigned from time to time 	<ul style="list-style-type: none"> • Positive feedback from staff on resource management

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Late applications for FAOC approval
2	Insufficient info
3	Information not completed in accordance with application
4	

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

Financial	Nil
Staff	Nil

Contractual	Nil
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FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal (MoT)	Nature of Contact	External	Nature of Contact
Aviation (Safety & Security) Oversight Manager	Heavy	Airport Authority Cook Islands	Routine
Director of Civil Aviation	Heavy	Airlines Agencies and Operators	Routine
Secretary of MoT	Medium	General Public	Routine
Manager of Finance & Administration	Medium		
Staff of MoT	Medium		

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> MOffice Suite Tertiary training in administration or related field Attained secondary school Qualification of New Zealand Higher School Certificate standard or better 	<ul style="list-style-type: none"> 5 years' experience in aviation industry in particular handling aviation documentations. Knowledge of procedures in handling applications. Able to work with agencies within the aviation sector – air operators, aviation services, meteorological services. Able to work independently in dealing with applications. IT related training (website)

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
3 years	5 years

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
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Expert	Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill.
Advanced	Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/knowledge in this area.
Working	Sufficient skill to apply in day to day operations in a fluctuating environment and does not require supervision for routine tasks.
Awareness	Sufficient understanding of skill and knowledge area. Sufficient in order to perform basic tasks.

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee