



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

PO Box 61 Rarotonga Cook Islands Phone (682) 28810 Fax (682) 28816

**POSITION SUMMARY**

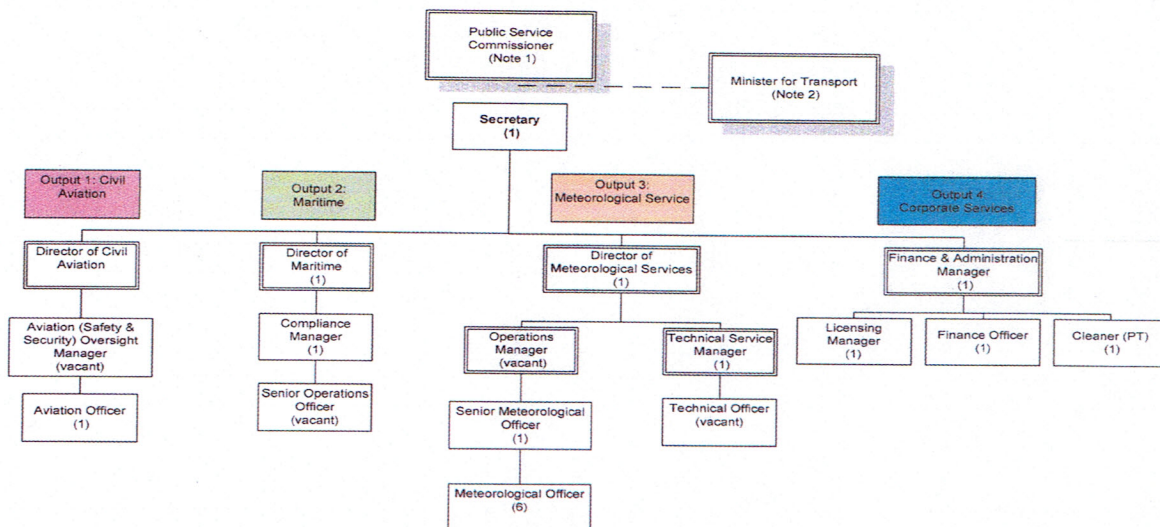
<b>Job Title:</b>	Aviation (Safety and Security) Oversight Manager
<b>Division:</b>	Civil Aviation
<b>Responsible To:</b>	Director of Civil Aviation with indirect responsibilities to the Secretary of Transport
<b>Responsible For:</b>	1
<b>Job Purpose:</b>	Safeguard for Civil Aviation
<b>Job Classification:</b>	Regulatory Jobwise Code (S1-S6; O1-O6; T1-T7; L1-L9) [Inserted after evaluation exercise]
<b>Date updated:</b>	25/1/2016

**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**

Ministry of Transport Organisation Structure  
Dated: 17 December 2015



Total FTE: 16  
Total Unique Positions: 17  
Total Positions: 22  
Vacant Position: 4

**Note 1:**  
Commissioner responsible for  
Employment  
Functions  
Governance  
Performance Management  
Administration

**Note 2:**  
Minister responsible for  
Budget  
Policy Directives  
Advice

*[Signature]* 20/01/2016  
Approval and Sign by  
Public Service Commissioner

## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p><b>KRA 1: Development, implementation and maintenance of the National Civil Aviation Security Programme (NCASP)</b></p> <ul style="list-style-type: none"> <li>• Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; evaluates results.</li> <li>• Liaise with Airport QA.</li> </ul>	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> <li>• NCASP is consistent and implemented in accordance with Annex 17 of the ICAO Standards and Recommended Practices as well as with national regulations.</li> </ul>
<p><b>KRA 2: Co-ordinate security activities</b></p> <ul style="list-style-type: none"> <li>• Activities are carried out between departments, agencies and other organizations, airport and aircraft operators and other entities concerned with or responsible for the implementation of various aspects of the national civil aviation security programme;</li> <li>• The coordination of the office support and administration and the liaison with certificated organisations, licence holders and external safety oversight providers.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual audits has acknowledged effective coordination has taken place and that security requirements has been fulfilled.</li> </ul>
<p><b>KRA 3: Oversee Security Programme of security designated Airports</b></p> <ul style="list-style-type: none"> <li>• To ensure that it is meeting the requirements of the national civil aviation security programme;</li> <li>• Ensure implementation of security programmes of operators providing service that it meets the requirements of the national civil aviation programme;</li> <li>• Ensure the development, implementation and maintenance of National civil aviation security quality control programmes;</li> <li>• Ensuring Director of Civil Aviation is informed of all accident, incident and safety concerns;</li> <li>• Ensure all applications for issue of certificates and licences is processed and appropriate technical evaluations have been conducted;</li> <li>• Participate in audits, investigations and inspections undertaken by the external safety oversight inspectors</li> </ul>	<ul style="list-style-type: none"> <li>• Annual audits has shown that security audits of airports accurately reflect the security requirement of airports.</li> <li>• Annual audits has acknowledged that security audits of operators accurately reflects the security requirement of their services.</li> <li>• Annual audits has shown that the national security quality control programme accurately reflects the security requirement of that programme.</li> </ul>
<p><b>KRA 4: Oversee implementation of Aviation Security Training</b></p> <ul style="list-style-type: none"> <li>• Ensure National Aviation Security Training and Officer Certification Programme are conducted accordingly.</li> <li>• Liaise with Cook Islands Airport Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Annual audits has shown that the national security training programmes accurately reflects the security requirement of that programme</li> </ul>
<p><b>KRA 5: Supervision and Administration of Civil Aviation office</b></p> <ul style="list-style-type: none"> <li>• Document control of the civil aviation library</li> <li>• Filing system both hard copy and electronic directories is maintained</li> <li>• Assist in the development and keep up to date the Manual of Safety Oversight</li> </ul>	<ul style="list-style-type: none"> <li>• Annual audits has shown that the Administration Civil Aviation programmes are accurately reflects the requirement of that programme</li> </ul>

<ul style="list-style-type: none"> <li>Assist in the annual budget preparation for the aviation safety oversight programme</li> <li>Monthly reporting</li> </ul>	
<b>KRA 6: Representation of the Ministry of Transport</b> <ul style="list-style-type: none"> <li>Representing the Ministry on the Airport Security Committee by assisting the Committee in the implementation of security controls and procedures as specified in the Airport Security Programme;</li> <li>Representing the Ministry on the Aerodrome Emergency Committee;</li> <li>Representing the Ministry in seminars, workshops and meetings within the country and abroad.</li> </ul>	<ul style="list-style-type: none"> <li>The Secretary of Transport is satisfied that the report provided by the position holder reveals sufficient accuracy and clarity of decisions made.</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Sourcing, interpreting and writing clearly and accurately application of security standards and practices.
2	The determining of the level of risk involved and mitigating measures to address those risks
3	Making judgement when problems arises based on established standards
4	Discuss all above with the Aviation Director.

## AUTHORITY

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

<b>Financial</b>	No
<b>Staff</b>	No
<b>Contractual</b>	No

## 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	Nature of Contact	External	Nature of Contact
Airlines	Giving information, liaising, advising, gaining cooperation, persuading and resolving conflicts. (Light)	International Civil Aviation Organisations (ICAO, IATA, CANSO)	Giving and receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, negotiating. (Minimal)
Airport Authority	Giving information, explaining, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, mediating, leading. (Medium)	Regional Civil Aviation Organisations (Pacific Aviation Safety Office (PASO)), Forum Secretariat, ASPA	Giving and receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, negotiating. (Minimal)

Fuel Suppliers	Giving information, explaining, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, leading. (Medium)	ICAO Contracting States (Civil Aviation Authorities)	Giving and receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, negotiating. (Minimal)
Meteorological service	Giving information, explaining, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, leading. (Medium)	Bilateral Partners (NZCAA, Airways Corporation (NZ))	Giving and receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, negotiating. (Routine)
Police	Giving information, explaining, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, leading. (Light)	Aviation Training Institutions (Singapore Aviation Academy, AVSEC (NZ))	Giving and receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, negotiating. (Minimal)
		Airlines	Giving and receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, negotiating. (Routine)
Director of Civil Aviation	Everyday administration of the division		

## 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.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<ul style="list-style-type: none"> <li>Graduate with a general degree in management or communications.</li> </ul>	<ul style="list-style-type: none"> <li>Graduate with a degree in any discipline.</li> </ul>
	<ul style="list-style-type: none"> <li>Good written skills</li> </ul>

## 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.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
<ul style="list-style-type: none"> <li>A minimum of 5 years' experience in the following areas; <ul style="list-style-type: none"> <li>➤ Sound word processing and related software skills</li> <li>➤ Good organizing skills</li> <li>➤ Sound experience in establishing partnerships with those in the aviation industry</li> <li>➤ Sound knowledge in establishing processes that enhances the security system</li> <li>➤ Sound knowledge in interpreting and analyzing security information</li> <li>➤ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.</li> <li>➤ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Would be an advantage in having proven experience in aviation security at management level at least 7 years.</li> </ul>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	Fully conversant with all applications of skill/knowledge of security in a changing environment – risks, problems and solutions.

<b>Advanced</b>	Ability to analyse security information and write clearly on issues.
<b>Working</b>	Sufficient skill to communicate and apply solutions to problem/does not require supervision to routine tasks.
<b>Awareness</b>	Limited understanding of skill/knowledge. 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

\_\_\_\_\_  
Date