



**TE MANA TUMOTU O TE KUKI AIRANI  
MINISTRY OF TRANSPORT  
GOVERNMENT OF THE COOK ISLANDS**

PO Box 61 Rarotonga Cook Islands Phone (682) 28810 Fax (682) 28816 [www.transport.gov.ck](http://www.transport.gov.ck)

**JOB DESCRIPTION**

|                            |  |
|----------------------------|--|
| <b>Job Title:</b>          | Aviation Security Inspector (New Position)   |
| <b>Division:</b>           | Civil Aviation Authority   |
| <b>Responsible To:</b>     | Director of Civil Aviation   |
| <b>Responsible For:</b>    | 1  |
| <b>Job Purpose:</b>        | <ul style="list-style-type: none"><li>• Carry out programmed audits and other surveillance activities on service providers and airline operators in the civil aviation system (including management systems, documents, records, aircraft, equipment, facilities, personnel and procedures) thereby ensuring continued compliance with applicable security standards.</li><li>• Providing timely, accurate, relevant and appropriate reports of findings, and inputs/feedback and advice on security matters as required to Deputy Director (Safety &amp; Security), staff and industry clients.</li><li>• Ensuring that corrective actions are identified and followed up.</li><li>• Developing, maintaining, and as appropriate, reviewing policy, guidelines and procedures relating to aviation security.</li><li>• Modelling and fostering the development of a security culture within the Cook Islands aviation system.</li></ul> |
| <b>Job Classification:</b> | Regulatory   |
| <b>Jobwise Code:</b>       | (S1-S6; O1-O6; T1-T7; L1-L9)   |
| <b>Band:</b>               | H  |
| <b>Date updated:</b>       | 11/01/2019   |

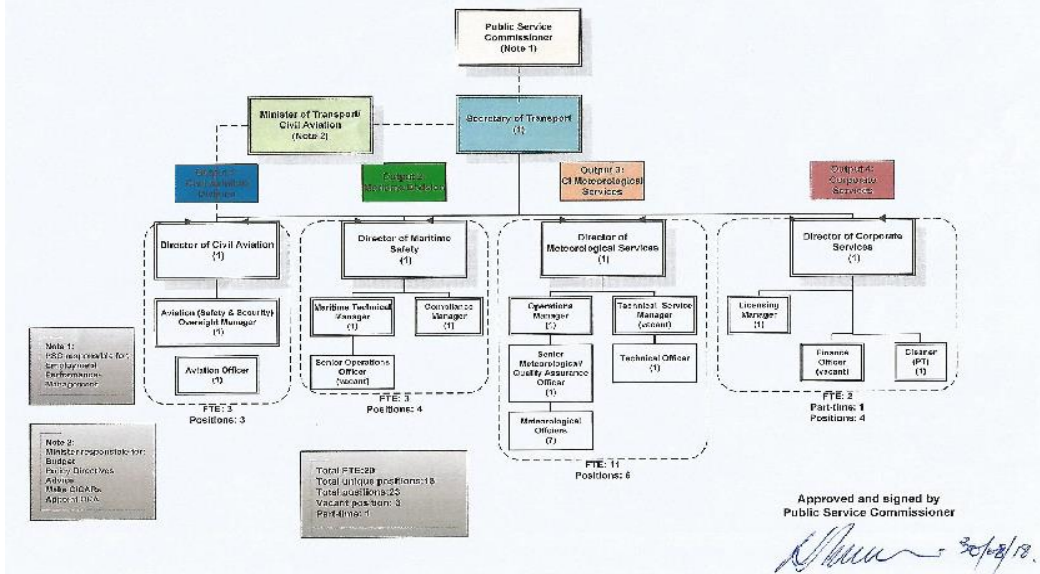
**AGENCY VISION**

“SAFE AND SECURE MANAGEMENT OF OUR LAND, SEA AND AIR ENVIRONMENT”.  
The Ministry of Transport is committed to ensuring the safe and secure operation of all aircrafts, vessels, weather reporting activities and administration regardless of size, nature of operation and location in, surrounding, and above the Cook Islands. This includes a safe and secure environment.

# ORGANISATIONAL STAFFING STRUCTURE

## Te Mana Tumotu O Te Kuki Airani Organisation Structure

Updated: 31 August 2018



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

| KRAs for this position (maximum of 6)   | Key Performance Indicators<br>(use SMART principles)  |
|---|---|
| <p><b>KRA 1: Certification, Monitoring, Researching and Analysing Aviation Practices</b></p> <ul style="list-style-type: none"> <li>• Conducts ICAO-required aviation security and safety surveys of international and domestic airports when required and reports the results to the Deputy Director (Safety &amp; Security).</li> <li>• Consults with official intelligence agencies and other agencies involved in the protection of the Cook Islands to analyse information and intelligence to assess the threat to any sector of Cook Islands aviation or its industry; advises the Deputy Director (Safety &amp; Security) on the resulting risk factor, and recommends any adjustments to industry and government agencies of countermeasures necessary.</li> <li>• Prepares and promulgates relevant security information to aviation stakeholders as required.</li> <li>• Keeps pace with relevant technology and internationally accepted aviation security practices and procedures and their application to Government, the MoT-CAA and the aviation industry and recommends to the Deputy Director (Safety &amp; Security) issues that should be communicated to industry and Government.</li> <li>• Assists the MoT-CAA and particularly the Aviation Technical Inspector with the provision of security monitoring and other technical assistance where required.</li> <li>• Audits and monitors aviation system participants (foreign and domestic airlines, aerodromes, aviation security service providers and air traffic service providers) where certification requirements include security compliance standards.</li> <li>• Monitors the National Airport Identity Card System.</li> <li>• Regular updating ICAO USAP</li> <li>• Participates in the process of certification and recertification of those aviation participants referred to above.</li> <li>• Provides security procedures and awareness training to industry.</li> <li>• Where required fulfils MoT-CAA international agreements by liaising with foreign government officials and arranges and conducts audits of other States management and quality systems, documents, records, equipment, facilities, personnel and operating procedures.</li> </ul> | <ul style="list-style-type: none"> <li>• Assessment, monitoring and audit activities are conducted thoroughly, with problem areas identified accurately and followed up appropriately.</li> <li>• Issues requiring management decision are identified accurately; recommendations to management are soundly based and provide appropriate information for decision on the issues.</li> <li>• Position maintains ongoing communications with industry participants and colleagues in MoT-CAA and relevant Government agencies and ensures a continuous and effective flow of information.</li> </ul> |
| <p><b>KRA 2: Client Relationships</b></p> <ul style="list-style-type: none"> <li>• Delivers services and/or advice in a consistently competent, professional and timely manner.</li> <li>• Responds promptly to queries.</li> <li>• Understands client issues and addresses these appropriately.</li> <li>• Follow-up as required.</li> </ul>   | <ul style="list-style-type: none"> <li>• All clients (internal and external) of the position receive accurate, impartial advice and courteous, effective service that meets their needs while maintaining or enhancing the reputation and integrity of the MoT-CAA.</li> </ul>  |
| <p><b>KRA 3: General Advice</b></p> <ul style="list-style-type: none"> <li>• Providing aviation security expertise to other units and groups within the MoT-CAA as required by the Deputy Director (Safety &amp; Security).</li> </ul>  | <ul style="list-style-type: none"> <li>• Actions in this position facilitate the achievement of CAA objectives and enhance the technical credibility of the unit within the MoT-CAA.</li> </ul>   |
| <p><b>KRA 4: Other tasks</b></p> <ul style="list-style-type: none"> <li>• Carries out assigned tasks associated with departmental security, including investigations of incidents associated therewith.</li> <li>• Manages and maintains quality systems within the unit and the group in accordance with its ISO accreditation and MoT-CAA policy.</li> <li>• Conducts investigations into security breaches and incidents, establishes causal factors, identifies corrective and preventive measures and follows up action as required, including data base entries and closing actions.</li> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• Departmental security is maintained to ensure compliance with MoT-CAA and Cook Islands Government security standards.</li> <li>• ISO accreditation and MoT-CAA policy requirements are complied with to ensure the effective operation of MoT-CAA quality systems.</li> </ul>  |
| <p><b>KRA 5: CAA Policies, Procedures and Systems</b></p> <ul style="list-style-type: none"> <li>• Complies with all relevant MoT-CAA policies and procedures.</li> <li>• Efficient utilisation of MoT-CAA systems, including library and DMS as appropriate.</li> </ul> <p><b>Contribution to own team</b></p> <ul style="list-style-type: none"> <li>• Participates actively and positively in meetings, planning and initiatives designed to improve effectiveness/productivity.</li> <li>• Actively supports Deputy Director (Safety &amp; Security) and other team members to ensure team and group objectives and obligations are met.</li> </ul>   | <ul style="list-style-type: none"> <li>• CAA obligations &amp; responsibilities met.</li> <li>• Complete, accurate records accessible for future reference as required.</li> <li>• There is no scope for successful legal action against CAA arising from procedural failures in this position.</li> <li>• Team objectives and deadlines met.</li> </ul>  |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Actively contributes to the training and development of junior or new team members.</li> </ul> <p><b>Contribution to CAA generally</b></p> <ul style="list-style-type: none"> <li>Actively communicates information to other unit/groups as appropriate to support their effectiveness.</li> <li>Participates in and supports CAA organisation initiatives to improve service, maintain reputation, enhance reputation etc.</li> <li>Carrying out work and conducting interpersonal relationships in a way that supports CAA's commitment to the principles of EEO and the Treaty of Waitangi.</li> </ul>  | <ul style="list-style-type: none"> <li>Absences and emergencies covered where possible from within team resources.</li> <li>The working environment is positive for all team members.</li> <li>CAA objectives and deadlines are met.</li> <li>CAA is recognised by clients, industry and Authority as an operationally proactive, effective organisation.</li> </ul>                  |
| <p><b>KRA 6: Participation in National and International Industry Fora</b></p> <ul style="list-style-type: none"> <li>Maintaining interaction with foreign aviation authorities and actively participating in international Fora at peer and higher levels to enhance the CAA international profile in the aviation safety disciplines required by the Deputy Director (Safety &amp; Security).</li> <li>Representing the CAA and actively participating in the meetings and deliberations of the airport security committees, and other formal and informal meetings when so required by the Deputy Director (Safety &amp; Security).</li> <li>Comply with ICAO Standards and Recommended Practices (SARPs)</li> </ul> | <ul style="list-style-type: none"> <li>Cook Islands CAA perspectives are accurately and appropriately represented in industry and international settings.</li> <li>Actions in this position enhance the technical and professional credibility of CAA in relation to security issues, and contribute to the maintenance of robust international aviation security systems.</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  | Updates of Universal Security Audit Programme (USAP) continuous monitoring approach (CMA) online framework (OLF) |

### 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>       | One |
| <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)*

| <b>Internal</b>   | <b>Nature of Contact</b>   | <b>External</b>  | <b>Nature of Contact</b>  |
|-------------------|--|--|---|
| 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,                                 | Regional Civil Aviation Organisations (Pacific Aviation        | Giving and receiving information, explaining things, liaising, advising,  |

|                        |   |   |   |
|------------------------|---|---|---|
|                        | facilitating, persuading, resolving conflicts, mediating, leading. (Medium)   | Safety Office (PASO)), Forum Secretariat, ASPA                          | 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) |
| Pa Enea                | Giving information, explaining, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, leading. (Light)  | Airlines  | Giving and receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, persuading, resolving conflicts, negotiating. (Routine) |

## 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"> <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>Sound word processing and related software skills</li> </ul>               | <ul style="list-style-type: none"> <li>Good written skills</li> </ul>                       |
| <ul style="list-style-type: none"> <li></li> </ul>  | <ul style="list-style-type: none"> <li></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.

| Essential: (least number of years to be competent)  | Desirable: (target number of years you are looking for)   |
|---|---|
| <ul style="list-style-type: none"> <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 safety 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> | <ul style="list-style-type: none"> <li>Would be an advantage in having proven experience in aviation security at management level.</li> </ul> |

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| Level of ability required for the job |  |
|---------------------------------------|--|
| <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