Airfield Safety and COMPLIANCE INVESTIGATOR

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| This job description provides an indicative outline of the purpose and accountabilities of the role. Specific performance requirements and expectations will be included in annual performance objectives. | | |
| Reporting Relationship and Location | | |
| Reports to: | Airfield Safety & Investigations Team Leader | |
| Team/ Business Unit: | Airport Operations | |
| Location: | Auckland | |
| Role Purpose | | |
| The purpose of the Airfield Safety and Compliance Investigator role is to assist with identification of that airfield hazards, monitoring of safety trends and reporting of incidents and near-misses to ensure risk level on the airfield is managed as low as reasonably practicable. The role supports regulatory compliance obligations with Civil Aviation rules and Work Safe NZ legislation. The role also oversees activities undertaken in the use of Auckland Airport facilities on the airfield by stakeholders, customers and other service providers and workers, including training where required.  Based airside, this is a generalist role requiring a good understanding of airfield operations, particularly relating to the following areas:   * Civil Aviation Rule Parts 12, 77, 100 and most importantly Part 139 * Airport ground servicing equipment and safe operating practices * Airport maintenance activities * Works on and around operational areas * Biosecurity requirements associated with a Place of First Arrival (POFA) * Apron management practices * Airside vehicle and driver permitting and training. * Aeronautical Information Publication   Investigation of airfield incidents is a core part of the role and is challenging in the fact that it requires assessing privileged information from a wide range of sources while maintaining an open-minded approach.  The role champions a just culture and recognises that people make mistakes. It is important to encourage an environment of mutual respect where anyone can speak up and report harmful situations, conditions, events, or occurrences without fear of unjust or unreasonable blame or punishment – contributing to an open, honest and transparent reporting culture.  The role is also challenging in that it requires the ability to co-ordinate, communicate and facilitate corrective actions and changes with many stakeholders at across the airport. Strong relationships with airport wide operational staff are essential to develop and maintain stakeholder confidence, identify and implement solutions. Success in the role requires excellent collaboration and influencing skills with the requisite attention to detail to ensure that any compliance or safety related shortcomings are identified and followed up with remedial actions. | | |
| **Role Accountabilities** | | |
| * Lead investigations, including project manage all investigative tasks associated with an investigation and the people involved in performing those tasks, * Coordinate where required and lead multiple investigations. * Provide training and guidance to airfield operations staff how to examine accident site, including securing, collecting and preserving evidence, taking photographs, identifying and recording key landmarks and evidence. * Identify and interview people who may have information relevant to an inquiry, ensure these statements are appropriately recorded. * Ability to understand, use and explain the relevant regulatory frameworks, in particular in relation to the responsibilities of CAA rules, HSWA, and Privacy Act. * Programme and recommend corrective actions to ensure continuous improvement in safety policy, standards and procedures and in the integration of this into daily airport operations. * Ability to quickly establish and build strong working relationships. * Ability to write clearly and succinctly in a variety of communication settings and styles, including enforcement and reporting. * Excellent communication skills - able to share knowledge clearly. Ensure that incidents and near misses relating to airfield operations are reported, investigated, and followed up, with corrective actions assigned and implemented in accordance with Safety Management Policy * Lead ICAM or ICAM Lite investigations and complete any assigned investigations. * Act as one a Risk Manager system Champion within Operations, supporting training needs of Operations staff in using Risk Manager as required. * Undertake regular audits of airside processes, assets and equipment to ensure safe behaviors and general organization and upkeep of the airfield. * Administration of airside vehicle and driver permits. * Must hold an Airside Driving Permit and provide driver training for all permits (Stages 1-3) * Monitoring of driver and vehicle compliance, including enforcement of rules in accordance with the Airside Driving and Vehicle Permit Rules and Just Culture Policy * Maintain apron fuel spill kits with sufficient PPE. * Regular safety walks with internal and external stakeholders * Assist with planning and oversight of airfield projects and works as required. * Safety oversight on the airfield, including compliance of airport ground servicing equipment and associated operating practices, airport maintenance activities on and around operational areas. * Contribute to regular reviews of airfield documentation including but not limited to Rules for Airport Workers, Airfield Operations Manual, Airside Driving Rules, Aeronautical Information Publication * Contribute to development of safe operating processes and procedures. * Complete management of change process when implementing new processes or procedures, in accordance with Safety Management Policy * Maintain strong working relationships with internal and external stakeholders. * Lead relevant airfield safety forum meetings. * Notification to Airfield stakeholders of post-incident review learnings * Assist with airfield project planning to ensure a safe and compliant work environment, that stakeholders are notified, and any operational impacts are minimized. * Step up to the Team leader role in their absence | | |
| Dimensions (as appropriate to role e.g., revenues, expenditure budget, customer volumes etc) | | |
| Total number of employees supported: | | All airside workers, including external organisations (such as airlines, government border agencies, ground handlers and airport tenants). |
| Operating and/ or Capital budget: | |  |
| **Decision Making Authority** | | |
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| **Key Relationships** | | |
| Internal | | External |
| Line managers and staff across all Operations business unit departments, including and esp. Operations Performance and Delivery, Security and Emergency Services, Engineering Services, Health Safety and Wellbeing, Infrastructure and Operations Risk & Assurance. | | Airline staff and staff working on behalf of airlines for the servicing of aircraft on the airfield. |
| Line managers and staff in other Auckland Airport departments who manage and/or lease space on the airfield (i.e., Commercial Property) | | Various regulatory and external agencies including CAA, MPI, other government agencies, local authorities, airlines, and airport tenants. |
| Managers, designers, contractors, consultants involved in maintenance and construction works, esp. regarding airfield works | | Project managers and site supervisors of construction works on the airfield. |
|  | | Consultants, suppliers, contractors and maintenance service providers |
| Qualifications and Experience | | | |
| Essential | | | |
| * Generalist-level working knowledge of all regulatory requirements which are essential for Auckland Airport to maintain its licence to operate (as set out in the *Purposes and Major Challenges of the Role* section above) * Minimum 4 years working in an airport operational environment. * Strong planning and organisational skills, including the ability to organise conflicting priorities and deliver high quality outcomes in a busy, dynamic environment. * Proven experience in leading (or participating in a prominent capacity) in high quality incident investigations and audit programmes. * Excellent relationship-building skills, coupled with demonstrated skills as a team contributor who collaborates, communicates and delivers effectively across functional lines. * Sound business writing and verbal communication skills, including well-developed presentation skills, with a bias to transparency and collaboration. * Able to effectively share knowledge clearly and concisely. * Sound computer literacy, with ability to learn new specialist systems. * Purpose-led and values-based, a progressive and pragmatic approach to work * Ability to work autonomously. * Refined decision-making skills and sound judgement. * Ability to clearly communicate technical information in a clear and comprehensible manner. * Engage with other agencies investigating the accident, as appropriate, stakeholders, regulator, TAIC, etc. * Review and analyse all evidence using appropriate analytical tools and processes, e.g., root cause analysis. * Receive notifications of incidents and accidents and undertake an initial triage of notifications. * Ensure all information created in the role is findable, accessible, and managed in accordance with AIAL policies and guidelines.  Competencies and experience  * Strong problem-solving skills. * Strong attention to detail and accuracy. * An ability to anticipate and identify risks/issues, identify possible solutions and apply agreed solutions. * Excellent time management skills, including the ability to effectively manage competing work priorities. * An ability to follow oral and written instructions and to seek clarification when uncertain. * A self-starter approach to work. Able to work independently and with minimal supervision.  Certifications • Certificate or diploma or the appropriate qualification in a safety, or safety design solutions related subject or other broad base discipline. • Degree, certificate or diploma in a Health and Safety qualification. • Competency in safety via related accredited training course or on the job training.   * Computer literate. Intermediate to advanced knowledge of basic Microsoft packages, including Word, Excel, Visio, Power Point. * Relevant investigative qualification (highly preferable).   • Degree or higher qualification in a safety related subject. | | | |
| **Preferred** | | | |
| * Airside Driver’s Permit holder | | | |