

Position Description

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| Title | Manager Air Investigations |
| Team | Investigation Services  |
| Reports to | Chief Investigator of Accidents |
| Location | Wellington |
| Direct Reports | 5 |
| Delegations: | Financial and statutory delegations as notified |
| Remuneration Band | Professionals Investigators Level 3 |
| Remuneration Range | $116,000 - $174,000 |
| Date | 04 June 2019 |

# Purpose of the position

The Manager Air Investigations supports the Chief Investigator of Accidents to provide high quality and timely transport accident investigation services to the Commission, through management and technical leadership of the air investigation team.

# The Transport Accident Investigation Commission (“TAIC”)

TAIC is an independent Crown Entity whose principal purpose is to determine the circumstances and causes of a transport occurrence with a view to avoiding similar occurrences in the future, rather than to ascribe blame.

TAIC achieves its purpose through a standing Commission of Inquiry, including a Chief Commissioner, who are supported in their role by the TAIC Chief Executive and staff. The Commission makes findings and recommendations with the goal of improving the safety of transport systems.

Individuals from the different teams within TAIC work closely together to deliver investigation and corporate objectives, which may involve working across several projects or investigation modes. TAIC’s work requires workforce flexibility to meet varying work demands in a small team environment.

TAIC staff contribute to a vision for New Zealand transport of “No repeat accidents – Ever!” through delivering on TAIC’s mission of “safer transport through investigation, learning and influence”.

TAIC staff members are also expected to model its external corporate values of fairness, impartiality, independence, competence, integrity, accessibility, timeliness, and certainty in their dealings with each other and external stakeholders.

TAIC’s internal values are: One Team; Pride in our Professionalism; and Respect for Others.

# Duties and accountabilities

## Team Management

* Day to day management and development of the air investigation team.
* Delegation, prioritisation and delivery of team’s caseload through the inquiry process.
* Setting, monitoring and reviewing performance of direct reports against objectives.
* Planning and managerial reporting to meet accountability requirements.
* Financial oversight and sign-off of team’s expenditure.
* Assisting the Chief Investigator of Accidents with the leadership of the wider Investigation Services Team and contribution to organisational priorities and culture.
* Identifying and managing investigation and wider organisational risks, escalating these to executive management for resolution where appropriate.
* Acting in Chief Investigator of Accidents’ absence, as required.

## Technical Leadership

* Overseeing investigation process and output of air investigation team, including assisting Chief Investigator of Accidents with quality assurance reviews.
* Provide investigative and technical input into investigations.
* Liaise with transport regulators and operators and other stakeholders on particular investigations as required.
* Technical coaching and mentoring of staff.
* Review and sign-off of key investigation documents, including draft reports to the Chief Investigator.
* Participation in team investigation analysis sessions.
* Present and provide advice to the Commission, ensuring the Commission has all relevant facts to make sound findings and recommendations.
* Identify investigation process improvements and implement approved changes.
* Maintain and share technical knowledge relating to current trends and techniques in safety investigation practices.
* Take lead in ensuring the Investigation Services Team is prepared to respond to a major accident.
* Make recommendations to the Chief Investigator of Accidents on statutory proposals and decisions that impact on investigation processes
* Participation in investigator 24-hour duty roster, including being a backup for receiving notifications when duty investigator is unavailable; assessing and making recommendations to Chief Investigator of Accidents regarding notified occurrences; supporting duty rostered investigators as needed.

## Leading Investigations

TAIC’s preference is that the Manager Air Investigations would not normally lead investigations as investigator in charge. However, in times of high caseload he/she may be required to do so, in which case the following duties and accountabilities apply:

* Lead investigations if required, as Investigator in Charge.
* Project manage all investigative tasks associated with an investigation and the people involved in performing those tasks, e.g. consultants, contractors, Commission staff.
* Manage site examination processes including securing, examination and testing of evidence, taking witness statements, liaison with media, families, other investigation agencies and third party interests.
* Identifying, securing and analysing information, documents relevant to inquiry, including at organization, regulatory and systems levels.
* Procuring, instructing and liaising with technical experts.
* Testing of safety hypotheses and identification of safety issues and risks.
* Liaison with regulators, operators and other relevant parties on appropriate safety actions.
* Preparation and presentation of analysis material, reports and suggested findings and recommendations to the Commission.
* Preparation of investigation reports on behalf of the Commission, including consideration of submissions from interested parties.
* General investigation-related advice, including whether actions taken meet requirements of open safety recommendations.

## Relationship management

* Work alongside Manager Surface Investigations in leading wider investigation teams
* Liaison with domestic and international agencies and stakeholders.
* Input into development and review of Memoranda of Understanding.
* Participation in international investigation fora as required.

# Position specific competencies

## Qualifications

* Relevant investigative qualification (highly preferable).
* Relevant transport mode qualification (highly preferable).
* Relevant technical qualification
* Relevant tertiary qualification.

## Competencies and experience

* Strong knowledge in workplace safety
* Highly developed personal and personnel management skills.
* Management experience, preferably of technical and/or project teams within relevant transport sectors.
* Strong leadership skills (operationally focused with strategic awareness).
* Ability to work in a modern public sector environment, including an understanding of probity requirements.
* Strong air (preferable), or rail or marine experience (e.g. industry credible).
* Strong investigation experience and skills.
* Strong written communication skills.
* Strong experience developing logically sound arguments.
* Strong problem solving skills.
* Strong attention to detail and accuracy.
* Strong understanding of quasi-judicial processes, particularly the rules and requirements applicable to a Commission of inquiry e.g. having the integrity to remain impartial and independent throughout the investigation, the exercise of statutory powers under delegation, the importance or natural justice obligations in investigative process.
* Strong emotional and psychological maturity to handle stressful and emotionally difficult situations, including traumatic accident sites, with empathy for survivors and distraught relatives.
* Confidence working with people from all walks of life, and respect for different cultures.
* Confidence in handling difficult and stressful situations with sensitivity, diplomacy and tact.
* 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.
* Computer literate. Intermediate to advanced knowledge of basic Microsoft packages, including Word, Excel, Visio, Power Point.
* Maintaining a valid, current passport and driver’s license.
* Responding to the changing needs of the Commission by undertaking any other tasks, as reasonably required.

## Medical competencies and other requirements

* Medically fit, i.e. no significant health problems.
* Physically fit i.e. able to work in remote locations without undue risk to self or others.
* Ability to work in New Zealand.
* Ability to work overseas.
* Ability to travel, including at short notice and/or for extended periods.

# Key relationships and stakeholders

## Internal

* Commissioners
* Chief Executive
* Chief Investigator of Accidents
* Manager Surface Investigations
* Investigators
* Executive Management Team
* Commission General Counsel
* Finance Manager
* Team Coordinator

## External

* Commission contractors
* Government departments and public sector agencies
* Transport Regulators
* Overseas investigation agencies
* Transport Operators
* Families
* Other interested persons

# Organisational competencies

Organisational competencies are relevant to all roles within the Commission. They are required at different levels of ability and complexity according to the role and seniority within the role.

| **Competency** | **Desirable Performance indicators:** |
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| Results Oriented | * Able to define work in terms of results and to pursue success with energy and drive.
* Able to plan work by identifying timeframes and priorities and actioning them effectively.
* Able to analyse complex situations and to implement effective solutions using experience or guidance.
* Able to actively consider risks involved in problems and issues and acting to mitigate them, including advising others, as appropriate.
* Active participation in the objective of the Commission, which is to be a high performing entity that delivers high quality value for money products and services.
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| Business understanding | * Committed to delivering the Commission’s strategies and objectives.
* Thorough understanding of the role and how it contributes towards the Commission’s core function.
* Thorough understanding of the purpose and work of Business Services and Investigation Services and how both groups contribute towards the Commission’s core function.
* Thorough understanding of the impact of the role’s actions and decisions on the Commission’s ability to perform its role.
* Thorough understanding of the political environment within which the Commission operates.
* Thorough understanding of the restraints governing the Commission’s operations, e.g. financial.
* Understands the machinery of government and the role and ethos of public service.
* Understanding of the role of the Treaty of Waitangi in New Zealand.
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| Leadership | * Commitment to promote the Commission’s strategic direction.
* Role model the Commission’s expectations relating to values and behaviours; e.g. demonstrate strong ethics that align with Government and Commission expectations.
* Active commitment to further team goals.
* Active encouragement and support of other team members to complete tasks.
* Accept responsibility for being a model team member.
* Resilient leadership, demonstrated through being responsive to, and positive of, change.
* Ability to work under pressure, sometimes in traumatic circumstances.
* Take ownership of continuous personal development.
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| Relationship Management | * Commitment to building positive and healthy relationships using professional and courteous communications and behaviours.
* Proactively promote the benefits of collaboration and cooperation to help build team identity.
* Facilitate individuals working together by identifying common goals, encouraging collaboration and joint ownership of ideas and approaches.
* Actively seek opportunities to contribute towards positive outcomes for the Commission.
* Handle difficult or tense situations with diplomacy and tact
* Able to build positive working relationships with people from different backgrounds or cultures..
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