



Position Description

Position: Engagement Officer
Reports to: Head of Regional Engagement
Date: July 2024

Nature and scope

The Pacific Aviation Safety Office ("PASO") is established under the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST) as an International Organisation to carry out the following objectives: -

- to meet the requirements of the member States in the provision of aviation safety and security regulatory oversight services, in accordance with PICASST;
- to undertake the purpose of the organisation in a manner which is cost effective and sustainable in the long term;
- to utilise coordinated and collaborative business and inspection methods to minimise the costs of safety and security oversight to participating States and the aviation industry;
- to support the aviation industry in participating States by the provision of timely advice and guidance in matters of aviation safety and security; and
- to promote an internationally recognised standard of aviation safety and security excellence, based on ICAO Standards and Recommended Practices (SARPS), within the Pacific Islands region.

The mission of the Pacific Aviation Safety Office (PASO) is to establish a collaborative and regionally based aviation safety and security oversight programme for the benefit of stakeholders and the region. In pursuing this mission, PASO has committed itself *"to provide for continuous improvement in the quality of aviation safety and security oversight services to comply with international standards, required under the PICASST and ICAO Conventions"*.

In achieving this mission, PASO will adhere to the following core values:

- Accountability
- Diligence
- Fairness
- Integrity
- Transparency

Purpose of the role

The Engagement Officer supports the Head of Regional Engagement (HRE) to deliver the overall success of PASO and supporting role for the following Regional Engagement areas:

- PASO's external relationships and engagements,
- Strengthening existing relationships,
- Enhancing Host country relationship,
- Exploring new partnerships and stakeholders.

Recognising that our members and stakeholder relationship is key to progressing our work through harmonised legislation and aviation systems strengthening, having to ensure we strengthen our commitment to all our members, stakeholders and partners, the Engagement Officer will be dedicated to administer logistics, efficient correspondence, and developing documents to provide accurate information sharing, gathering and implement responsibilities within our Memorandum of Cooperation.

Key Relationships

The role is expected to engage regularly with the following key stakeholders:

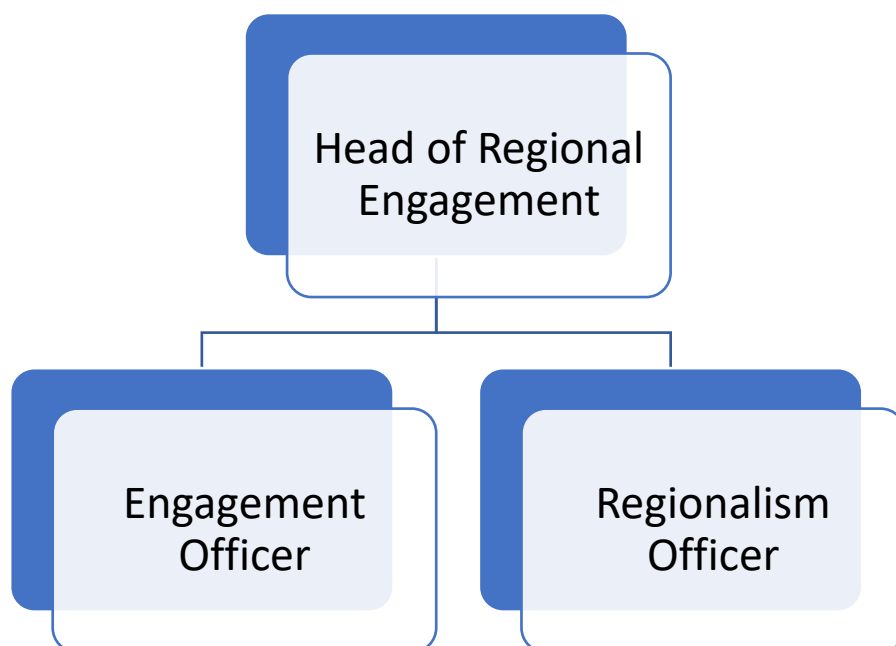
External

- Pacific Island Governments
- International Partners
- Representatives of the Host Country

Internal

- The PASO Council
- Regional Engagement Team
- PASO Staff and Consultants

Organisation structure



Key responsibilities

Relationship with the Government of Vanuatu

The Engagement Officer is responsible for supporting the HRE in ensuring that PASO's obligations to the host government are well managed and met with satisfaction.

Key tasks

- Actively and regularly engage with Foreign Affairs on key matters keeping them up to date on key matters and receiving feedback on the types of areas that are of information or priorities that PASO wishes to progress.
- Build and maintain a relationship with all relevant Ministries in Vanuatu to build up PASO's reputation and creditability.
- Ensures we have a strong relationship with the government of Vanuatu.
- Ensure we can meet at least once a year with the key Ministries.
- Represent PASO at any meeting or national engagement as requested to by the Government of Vanuatu where the HRE is unable to.
- Organise and maintain appropriate filing and record keeping of the Engagement Folder for Vanuatu Host matters in the Sharepoint under Regional Engagement Site

Stakeholder Engagement Strengthening

The Engagement Officer assists the HRE to create and maintain lasting relationships with all State governments and key stakeholders. The primary focus of this role will be on how we engage across all key areas to ensure that PASO makes a positive and progressive contribution towards uplifting the profile of PASO in the region, focused on State recognition and advocacy.

Key tasks

- Organise and maintain appropriate filing and record keeping of the Engagement Folder for all Country visits and Stakeholder engagement in the Sharepoint under Regional Engagement Site
- Maintain and review the Stakeholder Engagement Framework
- Develop relevant MOCs for further engagement with stakeholders
- Keep abreast of our responsibilities in Memorandum of Understanding
- Organise, facilitate and conduct all logistics and administration for country consultation and engagement
- Support development of the Country Profiles and at times may lead its development on an ad hoc basis
- Represent PASO at relevant meetings where HRE is not available

Competency Framework

- Personal specification

Professional/Technical Skills and Knowledge

- A degree in international relations, law, social development, governance, political science, management or relevant from a recognised university.
- A sound understanding of the Pacific and stakeholder and partnership matters.
- Act as a diplomat and demonstrate experience interacting successfully with government officials, key stakeholders, and third-party representatives
- Strong analytical, research, writing and presentation skills
- Recognises the “big picture” in issues, and also attend to detail when required
- Experiences in areas where engaging with stakeholders and partners outside or within Vanuatu and the region is important

Desirable but not necessary

- Knowledge of and/or experience in the aviation industry would be an advantage

Execution	Relationships	Personal Qualities
<p>Strategic Awareness</p> <p>Keeps up to date with political, industry, economic and social imperatives; understands the position of the organisation in this environment, the nature of its key stakeholders, and the impact these may have on the organisation in the future. Recognises signs and interprets them in relation to impact, opportunities, and risks.</p>	<p>Building Strategic Relationships</p> <p>Builds, maintains, and uses effective relationships, internal and external to the organisation, to facilitate organisation success.</p>	<p>Adaptability/Personal Effectiveness</p> <p>Displays energy, optimism, and resilience; ensures effective performance when faced with ambiguity, changing environments and demands.</p>
Strategic Analysis	Communication	Executive Disposition

<p>Applies broad knowledge and seasoned experience when addressing strategic business issues or situations; sees the ‘whole’ and the complexity of connections; takes all critical information into account and considers multiple perspectives thereby enabling informed, timely judgements and assessments to be made.</p>	<p>Expresses and conveys information and ideas through a variety of mechanisms in a manner that engages key audiences and reflects the organisation’s Vision, Values and Strategic Direction. This may include speaking, writing, and listening and covers both formal and informal situations.</p>	<p>Effectively relates to and identifies with wider senior management team perspective; recognises the value of teamwork and works as a member of a collective in order to support the achievement of strategic goals; conveys an image that is consistent with their role as a SMT member.</p>
<p>Business Execution</p> <p>Collaboratively defines organisation’s Vision, Values and Strategic Outcomes ensuring strategies, plans and performance indicators are aligned, included in business plans, and monitored. Identifies and focuses on those issues that are of significance to future business success.</p>	<p>Delegation</p> <p>Takes into account strengths, knowledge, potential and development opportunities when delegating; monitors activities that have been delegated; provides support without removing responsibility.</p>	<p>Fostering High Work Standards</p> <p>Sets high personal and professional standards for self and others; assumes responsibility and accountability for the successful completion of projects, assignments, or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy. Fosters an environment of excellence in the organisation.</p>
<p>Stakeholder Focus</p> <p>Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p>Developing Organisational Capability</p> <p>Creates learning opportunities for others to develop and grow, positively influencing their progress towards successful results. Coaches and gives feedback, guidance, and support to enable individuals to reach agreed objectives. Creates an environment conducive to learning.</p>	<p>Health and Safety Awareness</p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others’ health and safety.</p>
<p>Work Management</p> <p>Controls ones work by prioritising work goals, requirements, and areas of opportunity.</p>	<p>Persuasiveness</p> <p>Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, or process; effectively influences others over whom one has no positional</p>	<p>Innovation and Fostering Creativity</p> <p>Facilitates an environment where creativity and innovation can flourish; looks for opportunities to improve personal and the organisation’s performance, rethinking how to approach work.</p>

	authority (peers, colleagues, those external to the organisation); adapts one's own behaviour to accommodate circumstances and individuals involved.	Develops and actively encourages other to develop creative and practical ideas. Adapts leadership style to allow for innovation.
	<p style="text-align: center;">Visionary Leadership</p> <p>Inspires, motivates, and builds cohesive teams; promotes and uses the organisation's Vision, Values, and strategic priorities as a guide to everyday business. Leads others through change by helping them to see and feel how things can be different.</p>	<p style="text-align: center;">Integrity</p> <p>Acts in a manner that conveys the principles important to the organisation, including impartiality, fairness, honesty, openness, sound business ethics and respect for others. Demonstrates high standards of ethical behaviour.</p>
		<p style="text-align: center;">Learning</p> <p>Acquires, understands, and applies new job-related information knowledge and skills in a timely manner. Able to learn from experiences and other people and apply in practice.</p>
		<p style="text-align: center;">Self-Awareness</p> <p>Recognises own emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>