



## Position Description

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<b>Position:</b>	Head of Regionalism and International Relations (HRIR)
<b>Reports to:</b>	General Manager
<b>Date:</b>	October 2024

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### Nature and scope

The Pacific Aviation Safety Office (PASO) was established by the formation of the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST). PASO's principal objective under PICASST is to provide quality aviation oversight safety and security services on behalf of its ten Member States so that they can meet international standards required under the ICAO Convention.

The work of PASO will encompass the following strategic areas:

- **Membership Focus** - to retain, grow and value our members and that our relationships are well defined to ensure clarity of responsibilities and expectations;
- **Strong Governance** - to facilitate strong governance performance and Member participation through the PASO Council;
- **A Robust, Effective Organisation** - to be an employer of choice, that is renowned for cohesive teamwork, and effective organisation structure, resources and systems that support the Blue Pacific culture;
- **Regional Leadership and Engagement** - to foster an environment of valued partnerships which support the 2050 Strategy for the Blue Pacific Continent, ongoing Aviation Ministerial engagement, and the delivery of commitments reflected in the Port Moresby Declaration on Aviation Safety and Security;
- **People-Centred Aviation Development** - to promote and support the development aviation capability of Pacific peoples within Member States;
- **Excellence in Service Delivery** - to provide timely, high quality and practical regulatory services and professional aviation advice that meets international standards, to provide safety and security assurance;
- **Harmonised Regulatory Systems** - to have a harmonised regulatory system.

PASO'S Purpose, Vision, Values and Mission:

Purpose:	Sustainable, safe, secure and environmentally efficient air connectivity enabling social, cultural and economic wellbeing of the Blue Pacific.
Vision:	Our members are connected to the world through sustainable, safe and secure aviation systems delivering social and economic wellbeing.
Values:	Safety and Security – Pacific Identify – People – Excellence and Quality - Integrity
Mission:	To support the empowerment of Pacific States to meet their international civil aviation obligations and deliver a civil aviation system that is sustainable safe, secure and fit for purpose through the provision of technical expertise, capability building and information sharing.



## Purpose of the role

The Head of Regionalism & International Relations (HRIR) will drive effective stakeholder engagement to achieve the overall success of PASO. The role leads the following core areas:

- Strengthening Diplomatic and Business Relations
- Establishing new partnerships and relations
- Contributing to PASO's obligations to the Pacific Island Forum Secretariat (PIFS) and the Council of Regional Organisations in the Pacific (CROP)
- Managing relationship with the Government of Vanuatu.
- Implementing Outcomes of the Regional Aviation Ministers Meeting (RAMM) as Secretariat.
- Implementation and Performance of the Pacific Regional Aviation Strategy (PRAS)
- Senior Management Team Member.

The HRIR's main aim is to create and maintain lasting relationships with all PASO Members, Associate Members, other State governments, CROP agencies, regional and international organisations and other 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 improving civil aviation in the Pacific.

This role is also a member of PASO's Senior Management Team (SMT) and is expected to make a significant contribution to the overall success and direction of PASO through the responsibilities in the position but also in working collaboratively with their peers. The position has 2 direct reports to support the delivery of our obligations.

## Key Relationships

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

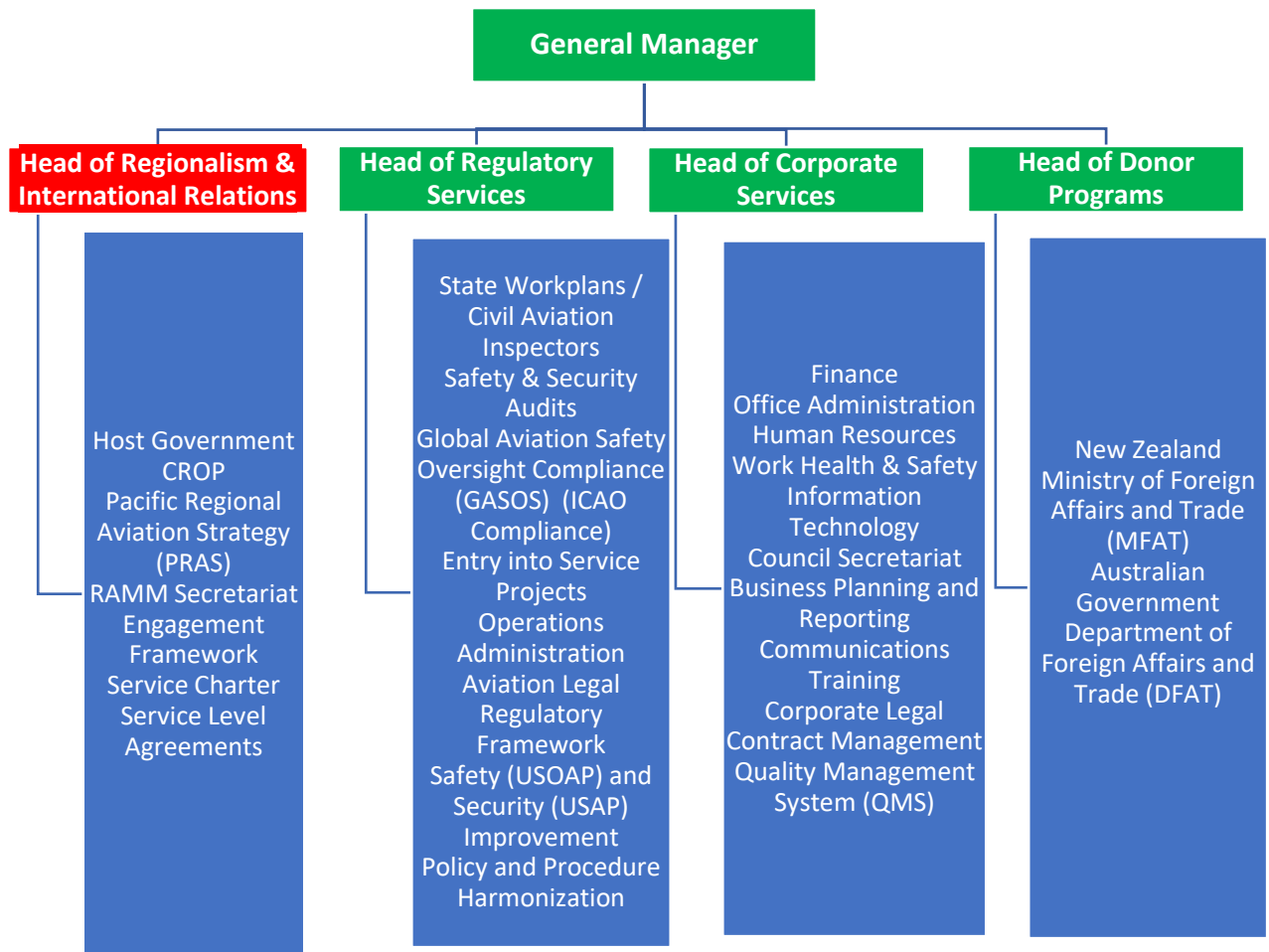
### External

- Pacific Island Governments
- CROP agencies
- Host Country
- Development Partners
- Regional and International Organisations
- Aviation stakeholders Groups

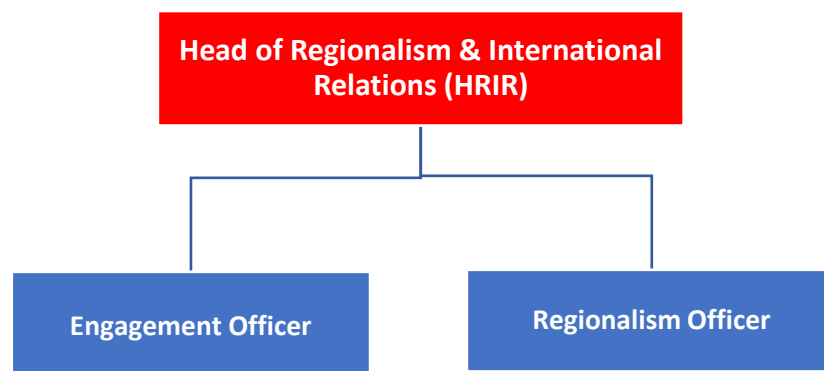
### Internal

- PASO Chair and Deputy Chairs
- The PASO Council
- Senior Management Team
- Regional Engagement Team
- PASO Staff and Consultants

Organisation structure:



Regional Engagement Team:





## Key responsibilities

### **Strengthening Diplomatic and Business Relations**

Focuses on maintaining and enhancing relationships with current partners and stakeholders. This involves regular communication, identifying opportunities for deeper collaboration, addressing any issues that arise, and ensuring that partnerships remain productive and aligned with organizational goals. The aim is to build trust, increase cooperation, and maximize the value of established relationships over the long term.

#### **Key Tasks**

- Develop and implement engagement strategies or plans – Design and execute targeted plans to enhance communication and collaboration with existing partners, ensuring alignment with PASO mission, vision and objectives.
- Maintain regular communication – Proactively engage with members, stakeholders and partners through scheduled meetings, phone calls, and written updates to sustain strong relationships and address any concerns.
- Identify opportunities for enhanced collaboration – Continuously explore potential areas for further collaboration, including joint projects, resource sharing, or mutually beneficial initiatives.
- Monitor and assess engagement performance – Regularly review the effectiveness of current relations and propose improvements to maximize their value and impact.
- Coordinate relationship management activities – Organize events, workshops, and other initiatives to strengthen ties and foster long-term trust with members, stakeholders and partners
- Provide feedback and reporting – Serve as a key liaison, delivering regular updates on partnership performance to the General Manager and Senior Management Team.
- Conflict resolution – Address and resolve any conflicts or challenges that arise, ensuring relationships remain positive and focused on long-term collaboration.

### **Establishing new Partnerships and Relations.**

Involves identifying and building connections with other State Governments who are non-PASO members, external organizations, stakeholders, or individuals that align with PASO's mission, vision and objectives. It includes identifying potential partners, initiating contact, presenting opportunities for collaboration, and negotiating agreements. The aim is to create mutually beneficial relationships that can lead to mutually beneficial projects, increased resources, or strategic growth. This responsibility also involves nurturing these partnerships over time to ensure long-term engagement and success.

#### **Key Tasks**

- Identify potential partners – Research and analyze national plans and objectives of other States that are non-PASO members, potential regional and international organizations, businesses, and stakeholders that align with PASO's mission, vision and objectives.
- Support the development of partnership proposals – As required, create and present partnership concept notes, highlighting the mutual benefits and potential impact of the collaboration.



- Initiate contact with new stakeholders – Proactively reaches out to non-PASO member States, key decision-makers, organizations, and relevant entities to establish initial communication and explore potential areas of collaboration.
- Negotiate partnership agreements – Lead negotiations with new partners, ensuring terms and agreements are mutually beneficial and align with PASO’s objectives and PASO’s partnership criteria, and report when necessary to the PASO Council.
- Organize introductory meetings and events – Coordinate and facilitate meetings, workshops, or events aimed at introducing the organization to potential partners and showcasing areas for collaboration.
- Build strategic networks – Attend relevant conferences, forums, and industry events to build a network of contacts that can lead to future partnerships.
- Collaborate with SMT – Work closely with the General Manager, SMT and PASO staff to align partnership efforts with PASO’s Business Plan and Strategic Plan priorities and to ensure that new relationships integrate smoothly into ongoing projects.
- Evaluate potential risks and opportunities – Assess the strategic and operational risks and benefits of entering into new partnerships, providing recommendations to the General Manager and SMT.
- Foster long-term engagement – Ensure that new partnerships are not just initiated but are cultivated for long-term engagement and collaboration through regular follow-ups and progress monitoring.

**Contributing to PASO’s Obligations to the Pacific Islands Forum Secretariat (PIFS) and the Council of Regional Organisations in the Pacific (CROP).**

The role is responsible for ensuring that PASO meets its obligations as a Member of the Council of Regional Organisations in the Pacific (CROP) and for building and maintaining relationships with regional and international stakeholders.

**Key Tasks:**

- Represent PASO in the Deputy CROP Heads Group – Act as PASO’s representative in the Deputy CROP Heads Group, ensuring the General Manager is kept informed of all relevant matters.
- Monitor regional and international political trends – Stay updated on political developments that may impact PASO’s members, particularly in relation to aviation, and provide insight into how these trends may affect future support for PASO and its members.
- Research and identify opportunities – Conduct research on key issues and identify opportunities for PASO to enhance its presence in regional and international forums.
- Report to senior management – Regularly report progress and developments to the General Manager and, when necessary, to the PASO Council.
- Represent PASO at Forum-related meetings – Serve as PASO’s representative at all Forum-related meetings, ensuring the organization’s interests are well-represented.
- Provide strategic advice on international relations – Offer expert advice and guidance to PASO’s management team on matters related to international relationships, diplomacy, and engagement with key stakeholders.



## **Managing Relationships with the Government of Vanuatu**

The role is responsible for ensuring that PASO's obligations to the host government of Vanuatu are effectively managed and fulfilled.

### **Key Tasks:**

- Engage with the Ministry of Foreign Affairs, International Cooperation and External Trade – Regularly communicate with the Department of Foreign Affairs to provide updates on key issues, gather feedback, and address government priorities relevant to PASO's operations.
- Build relationships with diplomatic offices – Establish and maintain strong relationships with all relevant diplomatic and government offices in Vanuatu to enhance PASO's reputation and credibility.
- Develop and implement a government relations strategy – Create and execute PASO's strategy for maintaining a strong, collaborative relationship with the Government of Vanuatu.
- Provide intelligence updates – Deliver regular reports on political and governmental developments within Vanuatu that could impact PASO.
- Facilitate high-level government meetings – Ensure that PASO meets with key government ministries, including Ministry of Infrastructure and Public Utilities (MIPU), Foreign Affairs, and Finance, at least once a year.
- Represent PASO at government engagements – Act as PASO's representative at any meetings or diplomatic engagements requested by the Government of Vanuatu.

## **Implementing Outcomes of the Regional Aviation Ministers Meeting (RAMM) as Secretariat**

The role is responsible for leading the RAMM Secretariat and ensuring the effective implementation of the meeting's outcomes.

### **Key Tasks:**

- Develop and manage workstreams – Lead the development and consultation of key workstreams and work plans as agreed by member states.
- Coordinate and implement activities – Oversee the coordination, management, and execution of all workplan activities to achieve RAMM objectives.
- Facilitate member feedback – Present key themes and feedback from members clearly, enabling them to make informed decisions on the best course of action.
- Engage with aviation officials – Actively engage with aviation officials across the region to encourage high levels of participation and collaboration.
- Manage administrative processes – Handle all administrative aspects, including the management of papers, IT portals, delegation lists, and protocols.
- Collaborate with donor partners – Coordinate with donor partners, through the Head of Donor Programs, to secure funding for the implementation of work plans.
- Manage stakeholder expectations – Engage with relevant stakeholders to ensure their interests are considered in discussions with aviation officials.
- Ensure transparency and diplomacy – Uphold high standards of diplomacy, transparency, and accountability in all activities related to the RAMM Secretariat and PASO's delivery for its members.



## **Implementation and Performance of the Pacific Regional Aviation Strategy (PRAS)**

The role is responsible for leading the implementation, monitoring, and performance of the Pacific Regional Aviation Strategy (PRAS), ensuring its objectives are met across all Member States.

### **Key Tasks:**

- Develop and implement action plans – Create and execute comprehensive action plans to support the successful rollout of the PRAS, aligned with the strategic goals of Member States.
- Maintain tracking and reporting mechanisms – Establish and manage robust tracking systems to monitor the progress of PRAS activities and provide regular performance reports to senior management and stakeholders.
- Resource management – Ensure that all required resources (financial, human, and technical) are identified, sourced, and appropriately allocated to support the implementation of PRAS initiatives.
- Coordinate engagement with Member States – Oversee the coordination and facilitation of PRAS activities with Member State governments, ensuring effective collaboration at all levels.
- Stakeholder engagement – Engage with aviation authorities, industry stakeholders, and international partners to foster cooperation and alignment on PRAS initiatives.
- Performance evaluation – Monitor the effectiveness of PRAS implementation, identifying challenges or delays, and recommend adjustments to optimize performance.
- Risk management – Identify potential risks to the successful execution of PRAS and implement mitigation strategies to minimize impact on delivery.
- Ensure compliance with regional and international standards – Ensure all PRAS activities adhere to regional and international aviation standards, policies, and regulatory frameworks.
- Provide regular updates to leadership – Report on the progress of the PRAS to PASO's senior management, member states, and regional forums, ensuring transparency and accountability.

### **Senior Management Team Member**

As a member of the Senior Management Team (SMT), the Head of Regionalism & International Relations (HRIR) is collectively responsible for ensuring the overall success and strategic direction of PASO.

### **Key Tasks:**

- Lead by example – Promote PASO Values by adhering to all PASO policies and procedures in the execution of duties.
- Effective SMT member – Actively contribute to steering organisational planning, policy development and resourcing needs.
- Collaborate across the organization – Work closely with fellow SMT members to fulfil work obligations and achieve PASO's strategic objectives.
- Contribute to organizational direction – Stay informed on critical issues and trends, using insights to influence and shape PASO's initiatives and performance.
- Risk Management – Monitor risks and concerns that will adversely impact PASO operations and keep the General manager abreast at all times.
- Lead the Regional Engagement Team – Coach and mentor staff through capacity building and upskilling opportunities to ensure quality contribution to PASO objectives.



- Performance Management System – Monitor staff performance against set work plans and conduct annual performance appraisals as required in the Performance Management System Promote a positive workplace culture – Foster a healthy and positive work environment that values staff contribution and enhances staff engagement and morale.
- PASO Ambassador – Exercise diplomacy and integrity in representing PASO across all platforms, forums and engagement activities.
- Undertake any other responsibilities as assigned by the General Manager





## Competency Framework

### Personal specification

#### Qualifications:

- A degree in Law, International Relations, Social Policy, Politics or related field from recognised University

#### Professional Experience

- An indepth understanding of the history and politics of the Pacific
- Demonstrated experience working for a Pacific Islands Ministry of Foreign Affairs or similar agency is mandatory.
- Demonstrated experience in government representation on the international stage
- Experience working with at least one other CROP organisation.
- Demonstrated experience interacting successfully with government officials, key stakeholders, and third-party representatives.
- Strong analytical, research, writing and presentation skills.
- Demonstrated ability to recognise the “big picture” in political and social matters and effectively translate into organisational context.
- Demonstrated ability to understand and interpret legislations and other statutory instruments
- Demonstrated ability to be resourceful in seeking 'win-win' solutions.
- Experience in management or supervisory level

#### Desirable

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

Execution	Relationships	Personal Qualities
<p><b>Strategic Awareness</b></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.</p>	<p><b>Building Strategic Relationships</b></p> <p>Builds, maintains, and uses effective relationships, internal and external to the organisation, to facilitate organisation success.</p>	<p><b>Adaptability/Personal Effectiveness</b></p> <p>Displays energy, optimism, and resilience; ensures effective performance when faced with ambiguity, changing environments and demands.</p>

Recognises signs and interprets them in relation to impact, opportunities, and risks.		
<p><b>Strategic Analysis</b></p> <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><b>Communication</b></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><b>Executive Disposition</b></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><b>Business Execution</b></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><b>Delegation</b></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><b>Fostering High Work Standards</b></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><b>Stakeholder Focus</b></p> <p>Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p><b>Developing Organisational Capability</b></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><b>Health and Safety Awareness</b></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><b>Work Management</b></p> <p>Controls ones work by prioritising work goals, requirements, and areas of opportunity.</p>	<p><b>Persuasiveness</b></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 authority (peers, colleagues, those external to the</p>	<p><b>Innovation and Fostering Creativity</b></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. Develops and actively encourages other to</p>



	organisation); adapts one's own behaviour to accommodate circumstances and individuals involved.	develop creative and practical ideas. Adapts leadership style to allow for innovation.
	<p><b>Visionary Leadership</b></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><b>Integrity</b></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><b>Learning</b></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><b>Self-Awareness</b></p> <p>Recognises own emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>