



Position Description

Position: Engagement Adviser
Reports to: Head of Regional Engagement
Date: January 2022

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 Adviser 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 diplomatic relationships and engagements,
- Our responsibilities as a member of the Council of the Regional Organisations in the Pacific;
- The Secretariat for the Regional Aviation Ministers Meeting.

The Engagement Adviser’s main aim is to support the HRE to create and maintain lasting relationships with all State governments, CROP agencies 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 improving aviation in the Pacific.

Key Relationships

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

External

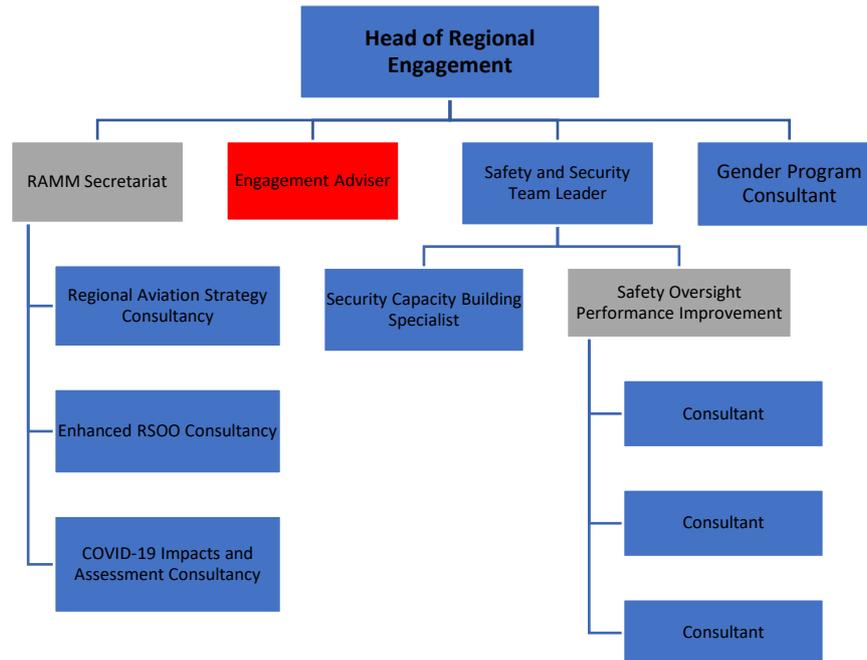
- Pacific Island Governments
- CROP agencies
- Representatives of the Host Country

Internal

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



Organisation structure



Key responsibilities

Regionalism

The Engagement Adviser is responsible for ensuring that the HRE's obligations as a representative to the Council of Regional Organisation's (CROP) in the Pacific are delivered.

Key tasks

- Represent PASO in CROP meetings where the HRE is unable to.
- Keep abreast of current regional and political trends that could impact the stability and direction of our members and articulate how this relates to aviation and their future support for PASO and our Members.
- Research specific matters and identify opportunities for PASOs role to increase in regional forums.
- Report progress to the HRE.
- Represent the organisation and arrangements of any relevant, non-technical, regional aviation meeting where appropriate.



Relationship with the Government of Vanuatu

The Engagement Adviser 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 diplomatic based offices in Vanuatu to build up PASO's reputation and creditability.
- Produce and deliver PASO's strategy that ensures we have a strong relationship with the government of Vanuatu.
- Provide regular intelligence reports on what is occurring in and around the government of Vanuatu
- Ensure we are able to meet at least once a year with the key ministries
- Represent PASO at any meeting or diplomatic engagement as requested to by the government of Vanuatu where the HRE is unable to.



Secretariat for the Regional Aviation Ministers Meeting (RAMM)

The Engagement Adviser assists the Secretariat for Regional Aviation Ministers Meetings.

Key tasks

- Assist in the development and consultation on key workstreams and RAMM work plans as agreed by States.
- Assist the coordination, management and implementation of all workplan and activity streams.
- Ensure that all key themes and feedback from Members are presented in a clear and concise manner for all Members to consider and determine the most appropriate way forward.
- Provide support to all aviation officials to facilitate high levels of participation and engagement.
- Actively manage the papers and all necessary IT portals, protocols, delegation lists and any other relevant administration.
- Coordinate interested stakeholders and parties, where appropriate, with regards to their interests being tabled for Aviation officials.
- At all times, ensure there is a high level of diplomacy, transparency, and accountability with respect to how PASO conducts ourselves, and how this work is delivered for Members.



Competency Framework

- Personal specification

Professional/Technical Skills and Knowledge

- A relevant degree from a recognised university.
- A sound understanding of the Pacific with a deep understanding of the history and politics of the region.
- 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

Desirable but not necessary

- Knowledge of and/or experience in the aviation industry would be an advantage
- Previous experience as a diplomat working for a Pacific Islands Ministry of Foreign Affairs or similar is mandatory.

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</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>



<p>interprets them in relation to impact, opportunities, and risks.</p>		
<p>Strategic Analysis</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>Communication</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>Executive Disposition</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 align="center">Stakeholder Focus</p> <p>Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p align="center">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 align="center">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 align="center">Work Management</p> <p>Controls ones work by prioritising work goals, requirements, and areas of opportunity.</p>	<p align="center">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 authority (peers, colleagues, those external to the organisation); adapts one's own behaviour to accommodate circumstances and individuals involved.</p>	<p align="center">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. Develops and actively encourages other to develop creative and practical ideas. Adapts leadership style to allow for innovation.</p>
	<p 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 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>