



Transport Accident  
Investigation  
Commission

## Position Description

### Kōrero mō te tūranga

Position	Accident Investigator   Kaitirotiro Aitua
Team	Investigation Services
Reports to	Mode Manager
Location	Wellington
Direct Reports	Nil
Delegation holder	No
Flexibility	Flexible working arrangements are supported by TAIC by agreement; as long as they can be reasonably accommodated and role requirements/TAIC's operational needs are met
Date	June 2024

### Position purpose

#### Tēnei tūranga

The role's purpose is to provide high quality and timely transport accident investigation services to advance the aims of the organisation. Initially allocated a primary mode of transport (air, or marine or rail) accident investigators are expected to develop and apply their accident investigation skills to support a multi modal investigation service.

### The Public Service

#### Te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki  
(<https://www.publicservice.govt.nz/about-us>)

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its

relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at <https://www.publicservice.govt.nz/about-us>

## About TAIC

### Ētahi kōrero mō TAIC

TAIC is an independent Crown entity that supports the Transport Accident Investigation Commission (the Commission) in its task of determining the circumstances and causes of transport accidents and incidents in order to avoid similar occurrences.

Multi-disciplinary teams, led by an Investigator in Charge, investigate and analyse the circumstances of significant air, marine, and rail occurrences, supporting the Commission to consider the facts, and make findings and recommendations to improve transport safety, rather than to ascribe blame.

The Commission's vision is **'no repeat accidents – ever!'**

TAIC welcomes people of all backgrounds and experiences and will make reasonable accommodations if needed to enable full participation and contribution by all. TAIC employees work flexibly to contribute to the Commission's vision through its mission of **'safer transport through investigation, learning, and influence'**.

## Duties and accountabilities

### Takohanga

#### Lead investigations

- Support the Investigator in Charge with investigation work.
- Lead investigations, including project manage all investigative tasks associated with an investigation and the people involved in performing those tasks, e.g. consultants, contractors, Commission staff.
- Coordinate where required and lead multiple investigations including allocating resources and ensuring the smooth integration of specialist reports into the draft Investigation/incident report.

#### Manage accident site

- Deploy to accident or incident site, including on occasion outside of normal business hours
- Examine accident site, including securing, collecting and preserving evidence, taking photographs, identifying and recording key landmarks and evidence.
- Control access to accident site, particularly to ensure evidence is not removed, disposed of or tampered with.
- Co-ordinate the activities of other agencies and contractors who are at the accident site.
- Manage family; media; and other 3rd party interests, if required.
- Manage complex engagement situations.

- Manage access for international accredited representatives and experts that have participation rights under ICAO convention Annex 13, where relevant.

### ***Collect and manage evidence***

- Arrange for any wreckage or other physical evidence to be transported and stored in
- the Commission's warehouse or other secure facility.
- Collect, document, record and secure evidence in accordance with the Commission's evidence protocols and procedures.
- Analyse each item of evidence and conduct follow-up inquiries, if necessary.
- Ensure all evidence is preserved and recorded appropriately and all analysis is rigorously tested and assessed for trend markers.

### ***Collect statements***

- Identify and interview people who may have information relevant to an inquiry, including witnesses, family members, regulatory agencies, etc.
- Ensure these statements are appropriately recorded, e.g. written statements and/or audio or video recordings.

### ***Co-ordinate and manage queries***

- Manage queries and comments from interested persons, agencies and 3rd parties.
- Respond to media queries, as appropriate.
- Engage with other agencies investigating the accident, as appropriate, e.g. the Police, the coroner, the regulator, etc.

### ***Arrange expert testing***

- Determine whether any evidence, e.g. such as wreckage, needs to be tested (expert or otherwise). If so, engage a suitably qualified expert to conduct these tests.
- Review the results of any testing and, if necessary, make follow-up inquiries.

### ***Research***

- Determine whether any additional research is required for any aspect of an investigation. If so, instruct the Commission's research team or engage an external researcher.
- Review the results of any research and, if necessary, make follow-up inquiries.

### ***Review and analyse evidence***

- Review and analyse all evidence using appropriate analytical tools and processes, e.g. root cause analysis.
- Prepare appropriate analysis flow-diagrams for discussion with other Commission staff and Commissioners.

### ***Prepare reports and other documents***

- Prepare draft and final inquiry reports, including findings and recommendations, in consultation with appropriate Commission staff.

- Ensure all statements in inquiry reports are:
  - supported by relevant and credible evidence;
  - supported by valid arguments (e.g. logical, supported by relevant legislation);
  - clear and correct;
  - well written (e.g. concise, clear, relevant).
- Prepare appropriate investigation-related documents, including letters, summons, orders for information and records.
- Amend draft and final inquiry reports, including findings and recommendations, to reflect comments and/or directions from Commissioners.

### ***Present to Commissioners***

- Appear before Commissioners to answer questions.
- Present evidence to Commissioners.
- Present draft and final reports, including findings and recommendations, to Commissioners.
- Make presentations on new inquiries.
- Make follow-up inquiries at Commissioners' direction.

### ***Review submissions***

- Coordinate interested persons to provide comments on draft final reports.
- Review submissions from interested persons and prepare an appropriate table summarising responses to these submissions. Present these tables to Commissioners and answer questions.
- Amend inquiry reports to reflect submissions, with appropriate explanations about the nature of the changes. Include the explanations in the table referred to above to help Commissioners understand the changes.

### ***Undertake duty investigator role***

- Receive notifications of incidents and accidents (24 hours a day) from regulators during on-call weeks.
- Undertake an initial triage of notifications and liaise with regulators.
- Liaise with the Chief Investigator regarding notifications received.

### ***Information management***

- Ensure all information created in the role is findable, accessible, and managed in accordance with TAIC policies and guidelines.

### ***Health, safety and welfare***

- Remain familiar with and practice TAIC's health and safety, wellbeing and welfare procedures; including in respect of access to hazardous areas, performance of potentially hazardous tasks, and the reporting of safety hazards, incidents or accidents.

### ***General***

- Any other tasks as required by your manager from time to time.

# **Position specific competencies**

## **He pūkenga tou**

### ***Qualifications***

- Relevant tertiary qualification, e.g., engineering (required)
- Relevant maritime qualification (required).
- Relevant investigative qualification (strongly preferred).

### ***Competencies and experience***

- Strong transport sector experience (i.e., industry credible).
- Strong problem-solving skills and experience developing logically sound arguments.
- An ability to anticipate and identify risks/issues, identify possible solutions and apply agreed solutions.
- Strong investigative experience and skills.
- Strong communication skills, both verbal and written.
- 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.
- Strong emotional and psychological maturity to handle stressful and emotionally difficult situations with sensitivity, diplomacy and tact.
- Confidence working with people from all walks of life and respecting different cultures.
- Excellent time management skills, including the ability to effectively manage competing work priorities.
- Computer literate: intermediate to advanced knowledge of Microsoft packages, including Word, Excel, Power Point.

### ***Medical competencies and other requirements***

- Medically fit, i.e. no significant health problems.
- Physically fit i.e. able to work in remote locations and extreme weather conditions without undue risk to self or others.
- Having a valid passport and maintaining a current driver's license.
- Ability to work in New Zealand.

# Key relationships

## Ngā whanaungatanga mahurangi

### Internal

- Commissioners
- Chief Executive
- Chief Investigator of Accidents
- Investigation Team Managers
- All Investigation Services staff including Investigators, Advisor Investigation Services and Inquiry Coordination Manager
- General Manager, Legal and Business Services
- All TAIC staff

### External

- Commission contractors
- Government departments
- Public sector agencies
- Regulators
- Operators
- Families
- Other interested persons

## Values

### Ā mātou uara

TAIC's values describes the way we work and interact, with each other and with others.

Value	Description
<b>One team</b>	We work as one to fulfil our purpose and we value everyone's contribution. We are greater than the sum of our parts bringing our unique skills together to achieve TAIC's goals.
<b>Pride in our professionalism</b>	We demonstrate our competence, quality, skills, and appropriate behaviour at all times. Most importantly, we take ownership for our delivery.
<b>Respect for others</b>	We respect others, their points of view, and their accountabilities. We take ownership of how we act, treating each other with respect and dignity.

# Organisational competencies

## Ngā whakakatakoranga matautau

Competency	Desirable Performance indicators:
Results Oriented	<ul style="list-style-type: none"> <li>Clearly defines and achieves objectives on time every time</li> <li>Pursues success with energy and drive</li> <li>Plans, prioritises, and actions work effectively.</li> <li>Analyses complex situations and implements effective solutions</li> <li>Proactively considers risks and issues and acts to manage them, including advising others, as appropriate</li> <li>Handles uncertainty. Makes effective decisions in uncertain conditions</li> <li>Contributes proactively to the objectives of the Commission.</li> </ul>
Business understanding	<ul style="list-style-type: none"> <li>Committed to delivering the Commission's strategies and objectives.</li> <li>Understands the role of the Commission, and how they contribute to it</li> <li>Understands how the Business Services and Investigation teams both contribute to the role of the Commission</li> <li>Understands the political environment in which the Commission operates</li> <li>Understands the machinery of government, and applicable financial and behavioural requirements of public servants</li> <li>Embraces the ethos of public service</li> <li>Understands the role of te Tiriti o Waitangi in New Zealand.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Promotes the Commission's strategic direction.</li> <li>Role models TAIC's values and holds others to account for their behaviour</li> <li>Furtheres team objectives</li> <li>Encourages and supports other team members</li> <li>Embraces change. Actively works to improve systems, processes, as appropriate</li> <li>Ability to work under pressure, sometimes in traumatic circumstances.</li> <li>Takes ownership of continuous personal development</li> <li>Demonstrates knowledge and experience, or willingness to learn about te Tiriti, Tikanga, te reo and te ao Māori.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>Builds positive and healthy relationships internally and externally, while maintaining Commission independence</li> <li>Professional and courteous in communications and behaviours with others</li> <li>Promotes collaboration and cooperation</li> <li>Supports a diverse workplace, free from bias and inclusive for all</li> <li>Identifies common goals, encourages collaboration and joint ownership</li> <li>Demonstrates empathy to those involved in tragic situations, while maintaining professionalism and performing Commission tasks</li> <li>Handles difficult or tense situations with diplomacy and tact.</li> </ul>