

Position Description

Project Manager

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who We Are

The Civil Aviation Authority of New Zealand (CAA) is the country's aviation safety and security regulator. We are a Public Service Crown entity responsible through our Board to the Minister of Transport. We regulate a wide range of aviation activities, from commercial airlines to private pilots, ensuring that all aspects of the industry meet the highest standards of safety and security. Our important work not only saves lives but also facilitates travel, recreation, commerce, and protects the environment. By ensuring a safe and secure aviation system, we provide confidence and safeguard the reputation of New Zealand, benefiting our country as a whole.

Our Vision and Purpose

Everything we do is related towards the achievement of 'a safe and secure aviation system – so people are safe and feel safe when they fly'.

Our Pathways

We have three pathways that lead us to delivering our vision and purpose:

1. Leadership and Influence

Through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

2. Active Regulatory Stewardship

We monitor and care for the civil aviation regulatory system through our policy and operational responsibilities.

3. Professional Regulatory Practice

We act to identify risk and reduce it through intelligence-led intervention.

Our Values

Our organisation's Values support how we work to keep New Zealand skies safe and secure.

Collaboration - *Me mahi tahi*

We work together to achieve and succeed

Transparency - *Me mahi pono*

We are open and honest communicators

Integrity - *Me mahi tika*

We do the right thing

Respect - *Me manaaki*

We treat all people with consideration and kindness

Professionalism - *Kia tu rangatira ai*

We act in a way that brings credit to ourselves and our organisation



These feathers symbolise our Values, which are inspired by the sacred huia bird – a revered symbol of friendship, respect, leadership and mana.

Each feather in the Values has a different hue to reflect different aspects of the diversity, leadership, talent and experience our people bring to their work every day.

Our Values are us – we are many cultures, languages, genders, unique personalities and perspectives working together to achieve our Vision and Purpose.



Role Purpose

The Project Manager is a key deployable member of the Project Delivery and Portfolio Management (PDPM) team and is responsible for the coordination, planning, management and successful delivery of CAA policy and rulemaking projects associated with the Rules Update Programme. These projects are aimed at improving regulatory modernisation, international alignment and providing economic benefit to the aviation sector and includes the review of Part 61 – Pilot Licensing and Ratings.

Key Dimensions

Group:	System, Strategy and Policy	
Team:	Rules Update Programme	
Reports to:	Manager, Project Delivery and Portfolio Management	
Location:	Wellington	
Salary Band:	Band 17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: • RUP Steering Group • Programme Executive Group • RUP Snr Programme Manager • Project leads, teams and stakeholders	External: • MCERT • Aviation sector participants • Vendors/service providers
Essential requirement/s:		

Shared Accountabilities

- We work professionally, aligned with our Values, Code of Conduct and guiding CAA policies.
- We foster a safe, inclusive culture by respecting and embracing the diverse perspectives, experiences, and backgrounds of all.
- We ensure our work is aligned to CAA's strategy, vision and purpose in our approach to delivering intelligence led, risk-based safety and security outcomes.
- We carry out work and conduct our relationships in a way that supports CAA's commitment to Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe and by following the responsibilities laid out in our Health, Safety and Wellbeing Commitment Statement which outlines the expectations of leaders and all staff.



Key Accountabilities

- Work with the RUP Programme Support Team and apply tailored project management principles and practices to plan, coordinate, deliver and close-out allocated projects including adhering to the required policy development and rulemaking stage gates, using existing tools and templates, and following established processes.
- Support Project Leads in the planning of projects, including running planning workshops with the project team, identifying deliverables and tasks, identifying detailed risks, and supporting the development of required project artefacts such as the project schedule.
- Engage managers across CAA to identify and gain commitment of project resources including workstream leads and subject matter experts (SMEs). Form project teams by working with assigned resources to set expectations and agree on roles and responsibilities.
- Provide guidance and advice to Project Leads, teams and SMEs on workflows, procedures and processes to be used to complete required project activities and coordinate these as identified in the project schedule.
- Monitor and manage delivery by tracking and reporting project progress, identifying and managing risks, resolving issues, managing project changes (e.g. schedule, scope, and resourcing), managing interdependencies with other projects and escalate decisions to the Senior Programme Manager, Programme Executive Group, and/or Steering Group as appropriate.
- In conjunction with the RUP Senior External Relations Advisor manage stakeholder engagement for allocated projects in accordance with programme and project communications plans and agreed communications approaches.
- In conjunction with the RUP Business Operations Lead, implement continuous improvement activities including lessons learnt workshops.

Competencies

Get Smart – Knowledge & Context: Level 2 ••□

Understands the role of CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of CAA. Follows the guidance and processes expected of all CAA employees as a modern, adaptive regulator, set out in policies, legislation, aviation rules and other internal documents.

Think Smart – Sound Judgement: Level 2 ••□

Makes appropriate and transparent decisions by analysing relevant information, takes into consideration different points of view, demonstrating the ability to make difficult and/or sensitive decisions. Has flexibility to both adopt a course of action and change it when required by the situation.

Work Smart – Achieves Results: | Level 2 ••□

Drives change and results through effective planning, collaboration, and communication. Builds trust, fosters teamwork, and demonstrates self-awareness to achieve shared goals and continuous improvement.

Act Smart – Personal Effectiveness: Level 2 ••□



Is adaptable and resilient to meet changing needs and expectations. Displays self-awareness and is respectful of diversity. Takes responsibility for self-learning and development. Demonstrates behaviours consistent with the Code of Conduct and CAA Values.

Skills and Experience

Essential:

- 3+ years of experience in project management or in the delivery of work in a complex operating environment, e.g. leading project workstreams and working to tight timelines.
- Excellent networking and interpersonal skills with the ability to build relationships with internal and external stakeholders at all levels.
- Demonstrable experience in managing project teams, including delegating work to project leads and subject matter experts.
- Strong organisation and planning abilities, including developing project schedules and project plans.
- Demonstrable experience in managing multiple projects concurrently.
- Good problem-solving and analytical skills with the ability to prioritise work to achieve outcomes.
- Demonstrable experience in monitoring and reporting project progress, risk mitigation, and issue escalation and resolution.
- Demonstrable experience in managing multiple projects concurrently.
- Agility and confident ability using project management tools and techniques.
- Advanced proficiency with MS Office (Planner, Word, Excel, PowerPoint).
- Excellent written and oral communication.

Desirable:

- Experience in the development and/or management of regulatory policy projects.
- Prince2, MSP or other recognised project management certification.
- CAA Part 61 Pilot Licence holder / broad aviation system experience.
- Change management experience.

