

Position Description

Senior Advisor, Strategy

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 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 Senior Advisor, Strategy will support the delivery of future focused organisational and regulatory strategies, including the developing and writing CAA's strategic plan, statutory accountability documents (i.e. Statement of Intent (SOI), Statement of Performance Expectations (SPE) etc), vision, and goals, ensuring these are integrated and connected.

As the Senior Advisor, Strategy you will focus on internal engagement and co-ordinating the CAA's strategic planning and reporting cycle. This includes providing input into strategic business planning and accountability reporting.

Key Dimensions

Group:	System, Strategy and Policy	
Team:	System and Organisational Strategy	
Reports to:	Manager, System and Organisational Strategy	
Location:	Wellington	
Salary Band:	17	
Financial:	No	Delegation Level = None
People:	Direct Reports = None	Delegation Level = None
Key Relationships:	Internal: - Managers and teams in the System, Strategy and Policy group - Managers and teams in Aviation Safety Oversight and Aviation Security groups - Corporate Services group - Assurance and Governance - SMEs across the organisation	External: Other government agencies
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 our 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 the CAA's commitment to the Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe by following the responsibilities laid out in our people policies and our Health, Safety and Wellbeing Commitment statement.



Key Accountabilities

- Support the Principal Advisor, Strategy with the development and writing of a future oriented regulatory and organisational strategies that enables CAA's long-term planning¹ and supports effective prioritisation.
- Support the Principal Advisor, Strategy with the development and writing of all statutory accountability documents (i.e. Statement of Intent, Statement of Performance Expectations etc) including all metrics and KPIs etc.
- Support the Principal Advisor, Strategy with the development of a strategic engagement plan that will deliver the insights and connections required to support strategic advice and planning.
- Support CAA's strategy system providing a coordinated framework for developing future focussed and integrated enterprise, business group and functional strategies.
- Provide an enterprise-wide strategic outlook and proactively partner with the business to ensure they understand CAA's strategic context and are engaged and aligned to the strategy.
- Provides advice and guidance to other team members.
- Identify emerging trends through research, study international and domestic best practices surrounding aviation safety and aviation security, and work with relevant teams to identify trials to deliver on organisation priorities, (does not undertake or run any trials proof of concepts etc which is the responsibility and accountability of the Digital and Workplace teams to undertake such work).
- Build and maintain mutually beneficial partnerships with key stakeholders sharing the right information at the right time to enable informed decision making.

Core Competencies

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

Understands the role of the Authority within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the Authority. Follows the guidance and processes expected of all Authority 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 Authority Values.

¹ Note: Planning, both long-term and yearly business planning, is undertaken by the Assurance and Governance group and Finance team, not by this position or the System and Organisational Strategy team).



Skills and Experience

- Minimum tertiary qualification in strategy or related discipline.
- Experience in the development of future focused organisational and regulatory strategies.
- Experience in writing statutory accountability documents (i.e. Statement of Intent, Statement of Performance Expectations etc), vision, and goals.
- Ability to develop sound strategic plans and deliver integrated strategic frameworks that balance the interests of multiple stakeholders.
- Proven experience developing future focused organisational strategy, incorporating strategic policy advice and the ability to provide advice to senior management in these areas.
- Excellent relationship management skills and proven ability to build trust and facilitate cross organisation work programmes.
- Experience in partnering and maintaining influential relationships with business leaders and working collaboratively
- Ability to motivate teams to achieve results through strong coaching, sound problem solving and robust decision-making skills.
- Proven performance in the application of the Te Tiriti o Waitangi for the design of policies, systems, and processes.

