

Position Description

Senior 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 Senior Project Manager is a key deployable member of the Project Delivery and Portfolio Management (PDPM) team and is responsible for the planning, management, budgeting and successful delivery of complex CAA projects. Examples of the types of projects include digital, equipment, workplace, airport based, or other projects as required. As a Senior Project Manager, you engage, influence and guide stakeholders through the project lifecycle ensuring on-time and within budget projects.

Key Dimensions

Group:	Corporate Services	
Team:	Project Delivery and Portfolio Management	
Reports to:	Manager, Project Delivery and Portfolio Management	
Location:	Wellington or Auckland	
Salary Band:	Band 18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> • CAA Board • ELT • Project/workstream leads and stakeholders 	External: <ul style="list-style-type: none"> • Airport companies • Border agencies • 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

- Apply the CAA Project Lifecycle framework to project management practices, using existing tools and templates, and following established processes, as well as working with the broader PDPM team to improve the project management framework.



- Support the assigned Business Analyst pre-project delivery to help shape up business cases.
- Lead the planning of high priority large and complex projects including running planning workshops, identifying the critical path deliverables and tasks, developing project benefit realisation plans, creating detailed budgets, identifying risks, and leading and socialising required artefacts such as the Project Initiation Document (PID).
- Lead the delivery of complex projects by engaging managers across CAA to acquire project resources, forming project teams (including workstream leads and Subject Matter Experts), directing project teams to complete tasks and activities, and leading the implementation of critical deliverables.
- Monitor and manage delivery by identifying and mitigating risks, resolving issues, managing project change control (e.g. changes to time, scope, budget, and resourcing) in line with agreed tolerances, managing interdependencies with other projects, and tracking and reporting project progress.
- Help influence and shape project governance by advising on the appropriate steering group structure for complex projects, providing assurance to Steering Group/Project Sponsor that projects are being managed, and escalating decisions to the Project Sponsor and/or Steering Group.
- Represent the PDPM at Executive Leadership Team (ELT), Board and Committee meetings to enable robust and considered decision making, including providing advice, recommendations and support as required.
- Manage stakeholder engagement (external and internal) and change management activities, including influencing and collaborating with senior leaders to embed deliverable outcomes.
- Coach and mentor Workstream Leads, Project Managers, and Project Coordinators by providing a supportive learning environment to lift capability.
- Lead project closure activities including lessons learnt workshops, working with business owners to handover deliverables and set up benefit realisation tracking, and developing required artefacts such as the Project Closure Report.
- Maintain an awareness of organisational issues, and Aviation trends, to identify risks and issues, to inform project artefacts.

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 3 ***



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 3 ...

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:

- 5+ years of experience as a project manager in the delivery of complex projects.
- Excellent networking, influencing, and interpersonal skills with the ability to build relationships with internal and external stakeholders at all levels.
- Demonstrable ability leading project teams, including delegating work to subject matter experts and workstream leads.
- Experience in providing coaching and mentoring to less experienced team members.
- Experience with setting up steering groups and influencing senior leaders through the provision of robust advice and support.
- A strategic and analytical mindset with good problem-solving and decision-making skills, and the ability to prioritise work to achieve outcomes.
- Strong organisation and planning abilities, including developing project schedules and project plans.
- Demonstratable experience in monitoring and reporting project progress, risk mitigation, and issue resolution.
- Prince2 or MSP Certified.
- Advanced proficiency with MS Office (Project, Word, Excel, Visio, PowerPoint).
- Excellent written and oral communication.
- Strong presentation skills, especially with senior leaders.

Desirable:

- Relevant tertiary qualification.
- Change management qualification.
- An understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements.
- An understanding of the machinery of government.

