

Position Description

Principal Advisor, Governance & Secretariat (G&S)

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 Principal Advisor is responsible for providing secretariat services, advice and support to the CAA Board, ELT and broader governance committees. The role will provide thought leadership, technical advice and recommendations to the G&S Manager in the delivery of the Authority's governance framework and G&S work programme so that the Board, ELT and senior leadership effectively carries out its functions in accordance with relevant legal and legislative requirements.

The role provides coaching and mentoring of G&S advisors and plays an active part with the wider A&G group leadership. They will apply their robust understanding of organisational governance, risk and assurance practices to support A&G business plan delivery operating at a senior level. This includes proactively engaging with key stakeholders, both internally and externally, to develop a comprehensive understanding of the governance obligations, strategic opportunities and emerging risks within the governance system.

Key Dimensions

Group:	Assurance & Governance	
Team:	Governance & Secretariat	
Reports to:	Manager, Governance & Secretariat	
Location:	Wellington	
Salary Band:	18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: - Assurance and Governance Group - Board and its Sub-Committees - ELT and the Internal Governance Committees - System, Strategy and Policy Group - People & Capability Group - Digital and Finance teams	External: - Minister's office - Ministry of Transport
Essential requirement/s:	Nil	

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 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 collaboratively with and as a leader within the G&S team to deliver the G&S Work Programme.
- Provide high quality secretariat support to our Board, its Sub-Committees, ELT and its internal governance committees, to meet agreed standards and expectations, as outlined within the G&S Work Programme.
- Maintain the enterprise risk framework, ensuring documentation remains current and quality reporting is consistently delivered.
- Provide high-quality strategic insight, analysis, and advice to support the G&S Manager, Head of Assurance & Governance and other senior leaders on complex, organisation-wide issues and emerging trends.
- Identify trends, risks, and opportunities that inform continuous improvement across the G&S Work Programme, translating strategic direction into clear work activities, ensuring deliverables, timelines, and quality standards are met.
- Mentor and coach team members, sharing subject-matter expertise in governance, risk, and reporting.
- Maintain and update governance policies, processes, templates, and guidance to ensure they remain fit-for-purpose and reflect best practice standards.
- Ensure team outputs and work plans align with organisational strategy, intent, and performance expectations.
- Maintain effective working relationships with ministers' offices, Ministry of Transport, and the Office of the Auditor-General (supporting the Manager, Head of Assurance and Governance and in partnership with the CFO and Finance Team).

Competencies

- **Get Smart – Knowledge & Context: Level 3** 
Understands the role of the CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the 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

- Deep experience leading governance and secretariat functions in large, complex organisations.
- Proven ability to produce high-quality, timely and responsive statutory, ministerial, and performance reporting.
- Strong understanding of enterprise risk frameworks, appetite and reporting.
- Extensive knowledge of public sector systems, political processes, and the machinery of government.
- Experience managing relationships with Boards, ministers, senior executives, and oversight agencies.
- Knowledge of Crown entity monitoring requirements, processes, and accountability frameworks.
- Experience supporting high performing teams through effective motivation, empowerment, coaching and delegation.
- Ability to navigate sensitive issues with judgement, discretion, and awareness of political context.
- Demonstrated ability to build credibility at the most senior levels of an organisation where your advice, guidance and leadership is actively sought and highly value.
- Advanced analytical skills to interpret complex information, identify trends, and provide strategic insights.
- Ability to navigate sensitive issues with judgement, discretion, and awareness of political context.
- Demonstrated understanding of the role and function of a regulatory agency, and the ability to quickly gain an in-depth understanding of the aviation regulatory system.
- Exceptional written and verbal communication skills, including producing clear, concise, high-quality governance papers and presentations.
- Ability to work across delivery groups and partner with SMEs to ensure governance and risk processes are fit-for-purpose.
- Demonstrated ability to identify and implement improvements in governance, reporting, and risk management practices.
- Conduct work and relationships in a way that supports the Authority's commitment to Te Tiriti o Waitangi and diversity and inclusion.

