

Advisor, Health and Safety

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 Advisor, Health and Safety will play a role in the delivery of the health and safety function within the CAA. They will contribute to supporting the CAA Board and Executive Leadership Team in meeting their due diligence responsibilities under the Health and Safety at Work Act 2015 and providing support and direction in building health and safety understanding and capability across the organisation.

The position will provide advice and support to people leaders and teams across the organisation, including the People and Capability group on the delivery, development, enhancement and implementation of Health and Safety initiatives, plans, policies and procedures.

The role will be required to support with Health and Safety programmes, projects, processes and frameworks to support leaders to be able to meet their obligations under the Health and Safety at Work Act 2015 and carry out required reporting requirements.

Key Dimensions

Group:	People and Capability	
Team:	People Experience	
Reports to:	Team Leader, Health and Safety	
Location:	Christchurch / Queenstown / Auckland / Wellington	
Salary Band:	16	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> • Other colleagues in the People and Capability Group, particularly the People Partnering and Learning teams • Health and Safety Committees • Peer Support network • People Leaders 	External: <ul style="list-style-type: none"> • Health and Safety professionals in other agencies • Service providers • Union representatives • ACC Case Managers
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 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

- Provide responsive, proactive fit-for-purpose health and safety services, advice and support, including specialist case management as required.
- Understands the work of the Health and Safety team, and actively looks for opportunities to improve systems, processes and practices.
- Builds strong relationships across the Authority and works collaboratively with stakeholders.
- Contributes to, and at times leads, the development, delivery and evaluation of projects and key pieces of work to support the team.
- Work in close partnership with colleagues within the People Partnering teams to enable a joined-up approach and an end-to-end operating model for health and safety, recruitment, human resources, learning and capability, organisational development and wellbeing functions.
- Support the implementation of initiatives under the Health and Safety framework.
- Support the updating and maintenance of accessible Health and Safety information and policies.
- Contribute to the development and analysis of data, metrics and information reports to provide assurance of CAA's health and safety capability and performance.
- Contribute to the development of key strategic health and safety frameworks, programmes and projects across CAA that align to key organisational requirements to ensure leaders focus on building a health and safety culture and safe work and workplace environments to enable staff to engage and contribute to their maximum ability and wellbeing.
- Support the research, sector engagement, development and risk management response to current and emerging workplace health related issues, as they impact on CAA functions and employees.
- Collaborate with the wider business to support the management of identified critical risks.
- Support leaders in the quality and completion of core health, safety and wellbeing operational functions.
- Advise on operational responsibilities including, but not limited to, risk identification, assessment and management, data reporting recording and analysis, incident investigations, rehabilitation and return to work advice and support, and liaise with leaders, stakeholders and support services.
- Manage investigations into workplace incidents, including working collaboratively with Managers, Health and Safety Representatives, People Advisors and ACC Case Managers regarding Return to Work (RTW) plans for our people
- Assist with the development of and when required, present, training workshops/presentations/briefings for all levels within the organisation
- Advise on and coordinate appropriate external auditing of health and safety activities

The Authority's Smart 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 1 ■■■

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 1 ■■■

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.

Skills and Experience

- Sound knowledge of the New Zealand health and safety legislation, regulatory requirements and administrative frameworks.
- Tertiary qualification in health, safety and wellbeing or equivalent relevant experience
- At least two years experience in a role that provides health and safety advice and support ideally in large, multiple-site workplace environments.
- Demonstrated ability to coach and influence leaders and managers on health and safety topics and to partner with the business to ensure an effective service
- Strong engagement and communication skills, both oral and written at all levels and the ability influence and engage others to achieve outcomes, including presenting information for a range of audiences.
- Experience in meeting external health and safety auditing requirements.
- Strong written, reporting and analytical skills
- Experience building strong and collaborative relationships with customers and stakeholders
- Ability to critically analyse and interpret information and make effective, well-reasoned decisions.

