

# Position Description

## Advisor, Commercial and Procurement

*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, Commercial and Procurement will provide high quality and timely procurement advice and support to CAA. This will include supporting the enhancement of systems and processes to ensure they are fit for purpose.

The Advisor will lead end-to-end procurement processes, undertake reporting and data collection and contribute to commercial projects as required.

## Key Dimensions

|                                 |                                                                                                                                                         |                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Group:</b>                   | Corporate Services                                                                                                                                      |                                                                                                                                     |
| <b>Team:</b>                    | Commercial and Procurement                                                                                                                              |                                                                                                                                     |
| <b>Reports to:</b>              | Manager, Commercial and Procurement                                                                                                                     |                                                                                                                                     |
| <b>Location:</b>                | National Office, Wellington                                                                                                                             |                                                                                                                                     |
| <b>Salary Band:</b>             | Band 15                                                                                                                                                 |                                                                                                                                     |
| <b>Financial:</b>               | N/A                                                                                                                                                     | Delegation Level = Tier 5                                                                                                           |
| <b>People:</b>                  | Direct Reports = N/A                                                                                                                                    | Delegation Level = Tier 5                                                                                                           |
| <b>Key Relationships:</b>       | Internal: <ul style="list-style-type: none"> <li>• Finance team</li> <li>• Corporate Services teams</li> <li>• Managers and staff across CAA</li> </ul> | External: <ul style="list-style-type: none"> <li>• MBIE Procurement team</li> <li>• External goods and service providers</li> </ul> |
| <b>Essential requirement/s:</b> |                                                                                                                                                         |                                                                                                                                     |

## 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 timely, accurate, best practice advice and support to managers across a broad range of commercial matters including content and information requirements for key procurement documentation, commercial and procurement policy and processes, opportunities to build greater sustainability and resilience into CAA relationships and supplier arrangements, utilisation of All-of-Government contracts.
- Conduct end-to-end procurement processes that deliver excellent outcomes
- Support the development and delivery of projects and key pieces of work
- Understand the work of the Commercial and Procurement team and actively looks for opportunities to improve practises.
- Maintain strong relationships across CAA and works collaboratively with stakeholders.
- Build and maintain effective relationships across CAA and provide advice and support to managers in the execution of their commercial activities.
- Work with managers to provide timely proactive and responsive solutions.
- Collate data on an as required basis either as an input to procurement projects, for internal decision making, and/or for internal/external reporting.
- Conduct analysis of whole-of-life costs, benefits and risks for procurement approaches, and develop options for approaches to market with rationale for the preferred approach
- Contribute to contract management plans including managing assets, changes, supply arrangements, risks and issues, etc.
- Ensure due process, accountability and transparency are upheld in procurement processes

## 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 1 ■■■

*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

- Procurement or commercial experience, including understanding and advising on best practice commercial and procurement approaches within a public sector context



- Ability to read, understand, interpret, and analyse complex documents, including legislation, financial, numerical, legal and business information.
- Experience in developing, sourcing, negotiating and managing supply arrangements (including supplier management)
- Proven experience in contract management and in helping to develop supplier relationship strategies and plans.
- Strong relationship building skills, with a proven ability to proactively develop effective relationships with internal and external stakeholders.
- Strong interpersonal, oral and written communication skills.
- High level of accuracy and attention to detail
- Well organised with the ability to prioritise, work effectively autonomously or as part of a team and without frequent direct supervision
- Self-motivated, collaborative and hands-on

