

Position Description

Advisor, People

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, People is responsible for providing information, advice, support and services to people leaders and employees. This includes providing first point of contact support for HR advisory, recruitment and health, safety and wellbeing services and ensuring that people leaders and employees have easy access to people related information and tools.

Key Dimensions

Group:	People and Capability	
Team:	People Services, Systems and Reporting	
Reports to:	Manager, People Services Systems and Reporting	
Location:	Flexible	
Salary Band:	15	
Financial:	n/a	Delegation Level = n/a
People:	n/a	Delegation Level = n/a
Key Relationships:	Internal: <ul style="list-style-type: none"> • People and Capability teams • Managers and staff across CAA 	External: <ul style="list-style-type: none"> • Systems 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 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 services, advice and support across a broad range of people-related areas including recruitment, induction, health safety and wellbeing, employment relations, remuneration, recognition and reward, development, performance management and change management. This may be face to face or through the online AskHR inbox.



- Provide coaching and support to people leaders.
- Contribute as a project team member to a wide range of projects focused on the development of services, systems, policies, practices, processes and tools.
- Work in close partnership with the People Partnering teams to enable a joined-up approach and an end-to-end operating model for human resources and health, safety and wellbeing functions.
- Build strong relationships across CAA and works collaboratively with stakeholders.
Work collaboratively with other members of the People and Capability group to ensure that the group provides high levels of service and support to the organisation

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 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.

Skills and Experience

- Experience in an HR advisory role in a complex business environment.
- Knowledge of HR practices across a full range of People functional areas, and a demonstrated ability to apply this pragmatically in a business environment.
- Ability to apply sound judgement and develop solutions/approaches appropriate given the situation, policies, guidelines and legal requirements.
- Demonstrated ability to provide objective, balanced and trusted advice to managers.
- Highly developed customer service ethos, and ability to co-ordinate the delivery of a comprehensive range of services to meet customer expectations
- Proven experience in developing business processes and/or systems that deliver value to internal customers
- Demonstrated ability to persuade and influence others, utilising a combination of demonstrated expertise, strong relationships and proven credibility
- Ability to apply sound judgement and develop solutions/approaches appropriate given the situation, policies, guidelines and legal requirements.
- Highly motivated to succeed, and demonstrated ability to work with minimal supervision, cope with change and effectively prioritise work
- Proven experience at building strong relationships at senior levels within an organisation.
- Able to coach, and mentor managers to enhance overall capability in people management



- Tertiary qualification with emphasis in human resource management and/or employee relations and/or organisational psychology or relevant experience.

