

Position Description

Advisor, Recruitment

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 CAA 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 Advisor, Recruitment is responsible for the delivery of end-to-end recruitment services and support to the CAA. The role of Advisor, Recruitment is to source and support the selection of suitably qualified employees to meet the CAA's current and future people capability and capacity needs. They will work closely with hiring managers and stakeholders to plan and to deliver a comprehensive suite of recruitment services to managers, from sourcing through to selection.

Key Dimensions

Group:	People and Capability	
Team:	People Partnering	
Reports to:	Manager, People Partnering	
Location:	Auckland Base Office	
Salary Band:	15	
Financial:	N/A	Delegation Level = N/A
People:	Direct Reports = 0	Delegation Level = N/A
Organisational Delegations:	Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the 'Instrument of Delegation' document.	
Key Relationships:	Internal: <ul style="list-style-type: none"> • People and Capability colleagues • People leaders 	External: <ul style="list-style-type: none"> • Job board providers
Essential requirement/s:	<ul style="list-style-type: none"> • Current Full Drivers Licence 	

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

- Develop specific recruitment plans including timeframes, selection criteria, selection tools,



methodology and sourcing strategy that will attract people with the right skills and characteristics to support the CAA's strategic direction and goals.

- Delivery of recruitment services, products and programmes that actively support and contribute to the achievement of the CAA's outcomes and that deliver to the needs of internal and external stakeholders.
- Utilise e-recruitment technology to effectively manage and store recruitment information and provide recruitment metrics and create efficiencies and deliver improvements in the recruitment process.
- Build and maintain brand integrity throughout all contact phases with candidates and external stakeholders.
- Proactively manage recruitment to deliver cost effective recruitment outcomes that ensures quality candidates are sourced and appointed.
- Provide operational recruitment support including advertising, talent sourcing, shortlisting, interview panel participation, candidate communication, reference and background checking and recruitment documentation.
- Ensure recruitment processes and practices comply with all relevant employment legislation, deliver high levels of candidate care, and establish the CAA as an employer of choice.
- Contribute to the development of a customer focused culture across the team.
- Work in partnership with HR Business Partners and other Organisational Development (OD) Group personnel to ensure managers receive an integrated suite of HR services and support to meet their people management needs.
- Contribute as a project team member to a wide range of projects focused on the development of new initiatives, programmes and policies across all aspects of HR and OD.
- Participate in organisational projects as an OD Group representative, working with operational managers and other specialists.
- Carry out work and conduct interpersonal relationships in a way that supports the CAA's commitment to the principles of EEO and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practice effective health and safety management.

Competencies

Get Smart – Knowledge & Context: Level 2

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 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 CAA Values.

Skills and Experience

- Previous experience in delivering quality recruitment services.
- Demonstrated experience in providing high quality and comprehensive recruitment services to a range of stakeholders.
- Well-developed customer service ethos and the ability to translate this to the provision of value-add services and support.
- A good understanding of the NZ recruitment market.
- An understanding of best-practice recruitment methodologies, processes, and approaches.
- Previous experience in the co-ordination of assessment centres, utilisation of a wide range of selection tools.
- Demonstrated ability to manage recruitment projects effectively, to appropriate timeframes, and within agreed service standards.
- Experience and knowledge of employment related legislation, particularly where it relates to recruitment.
- Excellent interpersonal skills, capable of establishing and building effective working relationships with people of all cultures and managers at all levels.
- Excellent communication skills, with the ability to translate information, data and ideas into a language that can be understood by a wide range of people.
- Experience using IT applications with speed and accuracy and the aptitude to learn new systems.
- Highly developed organisational and planning skills with the ability to prioritise work effectively and manage competing priorities and deadlines.
- Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
- Able to travel to fulfil job requirements as the role requires the delivery of services nationally in all CAA locations.

