

Position Description

Coordinator, Governance and Secretariat

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 Governance and Secretariat team is responsible for CAA's governance and oversight arrangements (including setting up and servicing committees), providing secretariat support and advice, production of key statutory and performance reporting against the strategy set by the System, Strategy and Reporting team (e.g., production of the quarterly report and the annual report), enterprise risks, and coordinating business planning.

The Coordinator, Governance and Secretariat supports this team's work by providing administrative and coordination support to the team, to Board, ELT, and other key internal committee meetings.

This role will also support the reporting planning cycle, by requesting information and inputs from across the organisation, clarifying information, and coordinating responses.

Key Dimensions

| | | |
|---------------------------------|---|---|
| Group: | Assurance and Governance | |
| Team: | Governance and Secretariat | |
| Reports to: | Manager, Governance and Secretariat | |
| Location: | National Office, Wellington | |
| Salary Band: | 13 | |
| Financial: | Nil | Delegation Level = Nil |
| People: | Direct Reports = Nil | Delegation Level = Nil |
| Key Relationships: | Internal: <ul style="list-style-type: none"> • The Board • ELT • Internal Governance Committees • Manager and Senior Advisor, Governance and Secretariat • Authority Stakeholder | External: <ul style="list-style-type: none"> • Nil |
| 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 secretariat support for the Board (including Board committees), ELT, and internal governance committees in consultation with the Manager and Senior Advisor Governance and Secretariat. This includes but is not limited to scheduling meetings, preparing and disseminating meeting agendas and documentation, minute taking, collation, uploading and distribution of papers, distribution of minutes and proof-reading.
- Support smooth set up and logistics of relevant governance meetings including arranging travel, catering, venue bookings, etc.
- Support the day-to-day functioning of the Governance and Secretariat team including organising meetings and taking minutes, researching and collating information, generating team documentation, drafting routine correspondence and assisting the team with CAA's business systems.
- Provide coordination support for key functions, including:
 - The business planning cycle
 - Oversight, logging, and coordination of Memorandums of Understanding
 - Performance, statutory and risk reporting including the Annual Report and the Quarterly Ministers' report
- Ensure consistent record keeping throughout the function and ensure required documentation is uploaded to the appropriate system.
- Build strong relationships with the team, and stakeholders across CAA, to ensure work is fit for purpose and meets customer requirements.
- Assist in training new employees on current systems and processes, ensuring they have all equipment needed to do their job.
- Undertake routine analysis and assist with the development of reporting as required.
- Identify and act on opportunities to improve the effectiveness of administrative systems, tools, processes etc. that support the work of the team, and put these suggestions forward as appropriate.
- Engage with sensitive and/or confidential issues with discretion, tact and good judgement.

Core Competencies

Get Smart – Knowledge & Context: Level 1 ■□□

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

- Experience in an administrative or in a support-based role in a large organisation (ideally public sector).
- High-level knowledge of government processes.
- High level of proficiency in Microsoft Office Suite. Visio and Project would be an advantage.
- Ability to plan, prioritise and organise work effectively and efficiently to deliver required results.
- Demonstrated customer-centric operating style, with an ability to effectively communicate with a wide range of stakeholders in a confident, customer-focused manner.
- Qualification in business administration, secretariat, records management or relevant work experience is an advantage.

