

# Position Description

## Coordinator, Workplace Delivery and Equipment

*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 Coordinator, Workplace Delivery and Equipment helps enable the Workplace team to deliver their objectives by providing high quality, effective and efficient delivery of administrative and coordination support.

## Key Dimensions

<b>Group:</b>	Corporate Services	
<b>Team:</b>	Workplace	
<b>Reports to:</b>	Team Leader, Workplace Delivery and Equipment	
<b>Location:</b>	Wellington, National Office	
<b>Salary Band:</b>	Band 14	
<b>Financial:</b>	Nil	Delegation Level = Nil
<b>People:</b>	Direct Reports = Nil	Delegation Level = Nil
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>• Workplace Team</li> <li>• Other Corporate Services Coordinators</li> </ul>	External: <ul style="list-style-type: none"> <li>• Service providers</li> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	

## 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

- Organise general administrative activities such as travel bookings, scheduling meetings and facilitating the processing of invoices.
- Maintain and update team procedures, including forms, supporting documents, and vendor maintenance documentation as part of the technical records.
- Maintain and ensure correct record keeping in the document management system.
- Prepare information needed for meetings and record minutes if required.



- Assist with all stages of project lifecycles including maintaining project documentation, arranging contractors, organising meetings and following up on actions to be completed.
- Support the delivery of reporting requirements with analysis as required, including emerging fault trends, reconciliation of vendor reports in the Asset Management System (AMS) and ongoing contract performance and monitoring.
- Ensure Workplace technical and non-technical assets are documented on our asset management tools.
- Support the team with information needed for developing and writing of business cases, memos, board papers and other business documentation.
- Create and build relationships with external suppliers and consultants.
- Assist with the creation of procurement plans and documenting purchases of our assets correctly.
- Support the Workplace Delivery and Equipment team with the review of all third-party suppliers in accordance with Government rules of procurement to ensure the most effective and efficient service
- Support the wider Workplace teams at occasional times of peak workload and cover. This may include but not limited to, travel booking, reception, general workplace and administration duties.
- Provide backup support for other Workplace Coordinators as required

## Core Competencies

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

*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

- Experience as a Coordinator in a complex administration environment.
- Knowledge and interest in property management and/or project delivery.
- Strong organisation skills with ability to prioritise and plan effectively to ensure timely delivery of projects and services.
- Demonstrated customer-centric operating style, with an ability to effectively communicate with a wide range of stakeholders in a confident, customer-focused manner.
- Attention to detail, ability to record information accurately and ensure correct record keeping in the document management system.
- High level of proficiency in Microsoft Office Suite. Visio and Project would be an advantage.

