

Executive Assistant

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 Executive Assistant is responsible for providing timely, accurate advice and support to members of the Executive Leadership Team (ELT). The role works closely with other Executive Assistants and the ELT to provide high-quality, professional executive support at a senior level.

The role carries key aspects of strategic and operational co-ordination to ensure the most efficient and effective use of the assigned Executive Leader's time and resources and to be able to recognise workload and conflicting demands and prioritise accordingly.

Key Dimensions

Reports to:	A member of the Executive Leadership Team	
Location:	National Office	
Salary Band:	14	
Financial:		Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Group Leadership Team CAA Executive Assistants Leaders and employees within CAA 	External: <ul style="list-style-type: none"> Participants (Airport companies, Airlines etc.) Auditors Other government agencies
Essential requirement/s:	NIL	

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

- Support the Executive Leader with diary management, meeting and travel coordination.
- Actively triage and, where appropriate, action emails, applying good judgement and handling sensitive matters in confidence.
- Use continued initiative to keep the assigned Executive Leader informed and aware of commitments, highlighting conflicts and potential risks because of shifting priorities.



- Effectively manage your assigned Executive Leader's time and commitments to allow strategic planning and for them to meet their performance objectives.
- Assist with communications to internal and external stakeholders, preparing , and proof-reading responses.
- Coordinate and arrange all aspects of Management team meetings, workshops, and business planning which may include the provision of agendas, meeting papers, and minute taking.
- Liaise with contributors and follow-up on timely delivery of papers and proofreading ahead of finalisation.
- Prepare, proofread and format regular ELT, Board papers and external correspondence as required.
- Prepare and produce documents, minutes, briefing papers, reports, and presentations for assigned Managers. Carry out background research as required.
- Ensure all documentation is recorded, maintained, and stored to comply with applicable policy and legislation.
- Actively seek out opportunities to improve efficiency and quality control in processes, procedures, and documentation used throughout your Group.
- Maintain collaborative, positive relationships with other EAs, support staff and internal and external stakeholders as required.
- Establish and maintain an up to date desk file.
- Work collaboratively with other EA's, and be available to cover the role of other EA's as and when required

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 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 CAA Values.



Skills and Experience

- Previous experience in an Executive Assistant or senior administrative role.
- Excellent diary management skills, including the coordination and secretariat support of complex leadership meetings, and forward planning.
- Excellent and confident interpersonal, oral, and written communication skills and the capacity to manage relationships at all levels, including with senior management and with aviation sector leaders.
- High level of organisational skills, particularly the ability to schedule activities in collaboration with others.
- Advanced skills in Microsoft Office Suite including Outlook, Word, Excel, and Power Point.
- Highly motivated with the ability to work in a fast paced environment, with minimal supervision and the flexibility to handle changes and re-prioritise work in response to urgent demands.
- Ability to exercise good judgement, apply critical thinking and make sound decisions.
- Demonstrated ability to build constructive relationships with external stakeholders and across internal organisational boundaries.
- Well-developed planning and organising skills.
- A drivers license is desirable.

