Position Description

Kapua Transition Lead

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
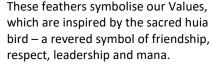
Integrity - *Me mahi tika*
We do the right thing

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

Kapua is the Authority's new internal safety regulatory software application based on the EMPIC software platform that replaced the previous ASMS software application. Kapua is used to carry out safety regulatory processes including issuing licences and ratings, issuing and managing certificates, managing participant details, managing organisations and generating reports etc.

The Kapua Transition Lead a fixed-term position until 30 June 2026 is responsible for managing all aspects of the Kapua application lifecycle and implementation including the: planning, coordination, project management, future user requirements, business case development, Kapua training coordination (with the training delivery being undertaken by the People and Capability group) and execution of the Kapua transition until 30 June 2026.

The position will consider the business in all implementation work, ensuring that specific needs are met, and that milestones of the project are achieved on time and within budget. They will oversee product development, technical support and ensure that all staff and external stakeholders are comfortable in using Kapua.

Key Dimensions

Group:	Corporate Services	
Team:	Digital Analysis and Architecture	
Reports to:	Manager, Digital Analysis and Architecture	
Location:	Wellington	
Salary Band:	Band 17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: • Aviation Safety Oversight group • Digital Delivery and Support team • Digital Analysis and Architecture team • Project Delivery and Portfolio Management team • Corporate Services group • Other leaders and SME's	External: • Aviation Industry Participants • EMPIC • Other software vendors • Stakeholders
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

- The overall responsibility and accountability for the performance of the Kapua software application, ensuring that it effectively performs its core functions, and instil a strong focus on ongoing improvement and optimisation.

- Coordinate adoption and continuous improvement of EMPIC-EAP, including but not limited to gathering and defining user requirements, business case writing and development.

- Participates in internal and external governance boards and committees as required.

- Management oversight and leadership of the Kapua Project/Transition to enable the successful implementation of the Kapua software application.

- Actively manage relationships with external stakeholders, groups and interests, represent and promote CAA externally to support, explain and build the overall reputation, purpose and performance of the CAA.

- Partner with leaders and SME's from delivery groups, and the wider organisation, to ensure Kapua software is fit for purpose and reflects operational requirements and best practise.

- Ensures that Kapua implementation is underpinned by robust analysis, and key metrics are in place to determine effectiveness such as conducting user acceptance testing.

- Facilitates regular project meetings and reviews with the project team and updates senior leadership and stakeholders on project status, including any issues or risks.

- Follows good governance practices (e.g. anticipating and framing risks with a supporting mitigation plan; knowing how to present information at the right level and where decision-making responsibilities lie and monitoring progress).

- Proactively identifying, addressing and mitigating risks and issues impacting on the successful implementation of the application.

- Produces detailed project plans that include expected timelines, budget, resource allocation, scope and risk assessments and ensures that work is delivered within these.

- Works closely with the rest of the Digital Analysis and Architecture team to ensure successful integration and customisation of the Kapua software.

- Coordinate training sessions and materials for all staff to ensure understanding and correct software usage, and maximise adoption of the application.

- Ensure appropriate implementation and ongoing documentation is developed, including implementation workflows, user guides, and troubleshooting guides.
- Updates policies, delegations, externally available documents, Te Kuaha, and current training modules to reflect the new application
- Informs and supports the aviation industry with the changes that the Authority will implement that will impact their day-to-day operations

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 2 ▪▪□

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 2 ▪▪□

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 with the EMPIC-EAP software application
- Experience as a Project Manager or equivalent, across all aspects of the project lifecycle.
- Good understanding of inter-relationships among programmes, projects, and the ability to mobilise people and resources to resolve conflicts and achieve planned business objectives.
- Business analysis skills, specifically business requirement and business case writing.
- Proactive and effective management of internal and external relationships, using influencing and persuading techniques to build confidence and trust.
- Demonstrated ability to build credibility at the most senior levels of an organisation where your advice, guidance and leadership is actively sought and highly valued.
- Demonstrated understanding of the role and function of a regulatory agency, and the ability to quickly gain an in-depth understanding of the aviation regulatory system
- Well-developed ability to critically analyse and interpret complex information and make effective, well-reasoned decisions.
- Relevant tertiary qualification and/or relevant experience

- Strong leadership and management skills with the ability to see the 'bigger picture' and take a leading role in development of business processes and systems concerning Kapua adoption, use and improvement.
- Comfortable handling risk, uncertainty and change.