

Position Description

Manager, 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 Manager Governance and Secretariat leads the team responsible for CAA's governance and oversight arrangements (including setting up and servicing internal committees and Board 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.

They will work in partnership with leaders and SME's from across CAA, to ensure the organisation has best practice governance arrangements in place, meets relevant statutory and government obligations, and produces high quality reporting that meets stakeholder needs and is used to directly drive and improve performance.

Key Dimensions

Group:	Assurance and Governance	
Team:	Governance and Secretariat	
Reports to:	Head of Assurance and Governance	
Location:	National Office, Wellington	
Salary Band:	18	
Financial:	Yes	Delegation Level = Tier 4
People:	Direct Reports = 5	Delegation Level = Tier 4
Key Relationships:	Internal: <ul style="list-style-type: none"> Assurance and Governance Leadership team Financial and Commercial team Internal Management Committees ELT and the Board Leaders and SMEs across CAA 	External: <ul style="list-style-type: none"> Ministers Office and Ministry of Transport Office of the Auditor General
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.
- As leaders, we are accountable for building trust, fostering growth, and empowering teams. We create and support an environment that enables professional working relationships through collaboration both within the CAA and with parties we engage with. We bring to life the organisations leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.

Key Accountabilities

- Work collaboratively as a member of the Assurance and Governance Leadership Team to drive the overall performance of the team, ensuring that it effectively performs its core functions, and instil a strong focus on ongoing performance improvement.
- Support the Head of Assurance and Governance with the provision of strategic advice to the Director and Chief Executive on complex, organisation-wide issues and emerging trends.
- Build and maintain a high-performing team that deliver on organisational expectations and requirements through effective financial oversight and management, workforce planning and workload management, people capability development and engagement, performance management and quality oversight of the work of the team.
- Management oversight and leadership of:
 - Governance and secretariat arrangements for the Board, Audit Committee, Remuneration Committee, Executive Leadership Team, and other key internal management committees
 - CAA's governance framework, processes and guidance
 - Provision of Protective Security advice and functions
 - CAA's delegation framework, in partnership with the Financial and Commercial Team
 - Implement the business planning cycle, and coordinate key activities to support the provision of a fit-for-purpose business plan in partnership with the Financial and Commercial Team
 - Memorandums of Understanding – ensuring these are tracked, entered into and managed appropriately
 - Provision of statutory, performance and risk reporting including production of the Annual Report, quarterly ministerial reporting against performance measures in the SOI and SPE, and enterprise risk reporting.
- Support the Head of Assurance and Governance to ensure relationships between CAA and ministers' offices, the Ministry of Transport, and the Office of the Auditor General (in partnership with the Chief Financial Officer) are managed effectively and appropriately.
- Be the steward of CAA's enterprise risk framework, including ensuring that CAA's approach to risk management and supporting documentation are externally reviewed and updated when required
- Lead the process with ELT and the Board to identify and develop risks, CAA's risk appetite and produce reporting against these to provide assurance and insight that these are being managed appropriately.
- Engage with sensitive and/or confidential issues with discretion, tact and good judgement.
- Ensure team plans and outputs are developed and implemented that are consistent and aligned to the organisation's strategy and intent and contribute to CAA's performance and reputation.
- Partner with leaders and SMEs from delivery groups, and the wider organisation, to ensure CAA's governance function is fit for purpose and reflects operational requirements and best practise.



Core Competencies

Get Smart – Knowledge & Context: Level 3 ■■■

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.

Lead Smart – Focus On Our People: Level 1 ■□□

Effective leadership is about building trust, fostering growth, and empowering teams to succeed. Leaders create environments that promote well-being, collaboration, and high performance by balancing care and challenge. At every stage, they prioritise people and ensure individuals feel valued.

Skills and Experience

- Proven experience with leading governance and secretariat functions across large and complex organisations.
- Proven experience with producing high-quality, timely and responsive statutory and performance reporting.
- Knowledge of enterprise risk frameworks and reporting.
- Extensive knowledge of machinery of government, public sector and political processes and systems.
- Proven history of managing senior relationships, including with Boards, ministers, and at the executive level.
- Previous experience with and knowledge of crown entity monitoring, including requirements and processes.
- Proven history of experience and achievement in functional and people leadership in a complex environment.
- Proven history of developing high performing teams through effective motivation, empowerment and delegation.
- Demonstrated ability to build credibility at the most senior levels of an organisation where your advice, guidance and leadership is actively sought and highly value.
- 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.

