

Position Description

Manager, People Partnering

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, People Partnering is responsible for leading a team of People Advisory and Recruitment professionals in the delivery of quality strategic and operational advice and people centred solutions aligned to the relevant group portfolio/s (subject to change):

- Aviation Security Delivery and People and Capability groups
- Aviation Safety Delivery, Regulatory Enablement and Response, System, Strategy and Policy, Corporate Services, and the Assurance and Governance groups.

The position will develop effective partnerships with the leadership team of the relevant business group they partner with, influencing and supporting senior leaders and people leaders to develop and implement long term group plans and initiatives ensuring each group has the workforce it needs to deliver its outcomes.

As a member of the People and Capability Group Leadership team the position will play a key role in ensuring that CAA's workforce is fit for current and future challenges, and that workforce strategies, plans and programmes are fit for purpose and aligned to organisational needs. They will work collaboratively with their People and Capability Leadership team colleagues to effectively enable the delivery of the CAA People Strategy across the organisation through their respective functions.

Key Dimensions

Group:	People and Capability	
Team:	People Partnering	
Reports to:	Deputy Chief Executive, People and Capability	
Location:	Wellington	
Salary Band:	19	
Financial:	Yes	Delegation Level = Tier 3
People:	Direct Reports = 7 to 9	Delegation Level = Tier 3
Key Relationships:	• People and Capability colleagues • Members of the Executive Leadership Team and their Leadership Teams • The Board and its members • CAA group Leadership Teams • Legal Team	• Public Service Commission • Equivalent roles in other regulatory, and other State sector agencies within New Zealand and internationally • Unions • External Employment Law advisors • External or third-party providers
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 People and Capability Group Leadership Team and the CAA Senior Management Group, to provide system leadership and drive organisational improvement.
- Build and maintain a high-performing team that delivers 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.
- Leadership and management oversight of the People Partnering, Advisory and Recruitment functions and the delivery of quality strategic and operational advice and people centred solutions to support the organisation in the delivery of their overall business outcomes.
- 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.
- Develop effective partnerships with the leadership team of the relevant business group they partner with, influencing and supporting senior leaders and people leaders to develop and implement long term group plans and initiatives ensuring each group has the workforce it needs to deliver its outcomes.
- Provide strategic and technical leadership, connecting across the system and the organisation to ensure operational people management activity is effective and fair, meets legal obligations, and is connected to other processes where appropriate.
- Partner with leaders and SMEs from groups, and the wider organisation, to ensure the work of the People Partnering Team is fit for purpose and reflects operational requirements and best practice.



- 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 CAA.
- Ensure that the work of the team is underpinned by robust analysis, and key metrics are in place to determine effectiveness.

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.

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 strong experience partnering with senior leaders in developing, implementing and articulating strategic people plans aligned to business needs.
- Proven experience and knowledge of key HR principles and practice, including providing advice in complex employment relations cases, wellbeing related matters, and recruitment processes to achieve business outcomes.
- Solid strategic planning and operational implementation skills with demonstrated ability to understand, influence and navigate 'the big picture.'
- Proven experience in taking a people centric approach in the formation and delivery of strategic and operational HR advice.
- 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.



- 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.

