

Position Description

Principal Advisor, Workplace Development

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 Principal Advisor, Workplace Development provides system-wide insight into workplace planning, commercial agreements, fleet management, operational development, and support services across the Civil Aviation Authority. This role works collaboratively with internal stakeholders, border agencies, and external partners to ensure the CAA's workplaces are future-focused, operationally effective, and aligned with best practice.

As a senior member of the Workplace team, the Principal Advisor contributes to the direction of workplace initiatives and plays a key role in shaping and guiding the successful delivery of complex programmes and projects. The role ensures that workplace environments and services support staff wellbeing, organisational performance, and alignment with government-wide priorities, including sustainability, equity, and inclusion.

Key Dimensions

Group:	Corporate Services	
Team:	Workplace	
Reports to:	Manager, Workplace Development and Support (North or South)	
Location:	Wellington, Auckland, or Christchurch	
Salary Band:	18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Wider Finance group Operations Managers, Head of Aviation Security positions within Aviation Security group 	External: <ul style="list-style-type: none"> Landlords and Property Manager Government Property Office Other boarder agencies
Essential requirement/s:	<ul style="list-style-type: none"> Drivers Licence Airport Identification Card 	

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

- In partnership with the relevant Manager, Workplace Development and Support, maintain a strategic oversight of workplace development initiatives, including project staging, stakeholder engagement, and the delivery of outcomes that support operational excellence and staff wellbeing.
- Lead and champion innovation, continuous improvement and efficiency in workplace design, support services, and infrastructure, ensuring solutions are efficient, sustainable, and future-focused.
- Build and maintain strong relationships across the CAA, with border agencies, and with key government and sector partners to support collaborative workplace solutions and system alignment.
- Manage multiple contracts and hold the key vendor relationships applicable to workplace.
- Provide strategic direction and oversight to the planning and implementation of key workplace projects, working alongside Delivery Managers to ensure alignment with organisational priorities and government expectations.
- Provide leadership and expertise in the development and delivery of workplace support services, contributing to enhanced operational effectiveness and employee experience.
- Apply a strong understanding of commercial and operational environments, property, fleet and workplace trends, and system-wide opportunities to influence planning and investment decisions, leveraging opportunities for the benefits of the CAA, and government agencies.
- Represent the Workplace team in strategic forums, working groups, and cross-agency initiatives to advance shared objectives.
- Provide strategic oversight of the CAA's leasing arrangements, including the negotiation, renewal, and management of leases to ensure they align with operational needs, value for money principles, and government property guidelines. Act as a key point of contact with landlords, property partners, and internal stakeholders to support long-term workplace planning and asset management.
- Assist with the development of Board Papers, Reports and documentation to support the workplace team.

Competencies

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

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 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 3 ***

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

- Extensive knowledge of the machinery of government, with a strong understanding of public sector systems and processes, including accountability requirements, and government property guidelines.
- Demonstrated expertise in both commercial and operational environments, with a focus on identifying and leveraging opportunities to deliver value to the CAA and across government agencies.
- Proven ability to use data, performance metrics, and workplace insights to inform strategic planning and decision-making.
- Strong background in business planning, programme and project management, and leading or contributing to successful transformational change initiatives.
- Demonstrated ability to influence, negotiate, and collaborate effectively across a broad range of stakeholders, including government agencies, internal teams, consultants, and sector partners.
- In-depth understanding and practical application of programme and project management frameworks, with experience in managing complex work programmes, including planning, delivery, monitoring, and reporting.
- Proven ability to lead and oversee the development and performance of work programmes, including coaching others and managing project teams or delivery partners.
- Strong commercial acumen with experience in contract and agreement negotiation, including leasing, licensing, and workplace-related commercial arrangements.
- Experience in managing consultants, contractors, and cross-disciplinary professionals through the full project lifecycle.
- Tertiary qualification in property, business management, project management, or a related discipline is desirable.
- Skilled in developing and presenting governance artefacts, including business cases, financial models, memos, and formal reporting for senior leadership and oversight bodies.

