

Position Description

Principal People Partner

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 People Partner is responsible for developing effective partnerships with the leadership teams within a business group/s. The role will be required to work in collaboration with the Manager, People Partnering and senior leaders in the group in the development and implementation of their group people plan, ensuring each group has the workforce it needs to deliver its business outcomes.

The role will work closely alongside the Leadership teams to develop a deep understanding of the strategic direction and work of that group, the workforce needed to deliver on the strategic direction, and the particular challenges of that area. The Principal People Partner will be curious and a problem solver with an ability to get to the root cause of issues, and work with leaders and teams on both operational matters and longer-term solutions which support the wellbeing of our people, and a culture that is represented by the CAA values.

The role will be required to actively mentor and coach members of the People Partnering and AskHR teams to support ongoing career growth and development. They will use their specialist HR knowledge and work in collaboration with the specialist advice functions as required to help colleagues navigate complex people related matters with a people focused lens.

Key Dimensions

Group:	People and Capability	
Team:	People Partnering	
Reports to:	Manager, People Partnering	
Location:	As agreed with the DCE People and Capability	
Salary Band:	Band 18	
Financial:	Nil	Delegation Level = Nil
People:	Nil	Delegation Level = Nil
Key Relationships:	Internal: • 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	External: • Public Service Commission • Equivalent roles in other regulatory, and other State sector agencies within New Zealand and internationally • Unions
Essential requirement/s:	• None	

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

- Provide fit for purpose operational and strategic HR advice to leaders within the assigned business group/s on people matters to achieve business outcomes.
- Design and deliver quality fit-for-purpose culture and engagement advice, solutions and initiatives that directly support the achievement of CAA's people and organisational strategies.
- Work in close partnership with colleagues across the People and Capability group to enable a joined-up approach and an end-to-end operating model for recruitment, human resources, employment relations, organisational development and health, safety and wellbeing functions.
- Provide coaching, support and advice to People Partnering and advisory colleagues in relation to personal growth and development and people related matters.
- Undertake research and analysis to support the organisation to achieve the desired culture across all groups in CAA.
- Understand and drive cultural awareness and understanding of how we honour our obligations under the Treaty of Waitangi
- Take a lead role in the development and delivery of fit for purpose, people centred people strategy, policy, process and initiatives that align to current legislative requirements.
- Maintain an awareness of organisational issues, and Aviation trends, to identify risks and issues, to inform options for resolution.
- Build strong relationships across CAA, and works collaboratively with stakeholders, to ensure initiatives are informed by operational insights, are fit for purpose and meet operational needs.
- Uses data, insights and robust analysis to ensure the Culture and Engagement work outputs are fit for purpose and able to be measured.

Our 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

- Extensive HR generalist experience providing both operational and strategic advice to senior leaders on people related matters.
- Extensive experience, partnering with executive leaders to achieve strategic people outcomes.
- Proactive and effective management of internal and external relationships, using influencing and persuading techniques to build confidence and trust.
- Well-developed ability to critically analyse and interpret complex information and make effective, well-reasoned decisions.
- Proven experience in advising on and developing OD solutions and initiatives related to employee engagement surveys, change management, culture, and performance management.
- Has knowledge and understanding of cultural awareness and work to understand how we honour our obligations under the Treaty of Waitangi.
- Experience in project management and leading and participating in organisational development or related projects.
- Experience developing OD or HR frameworks, models and initiatives.
- Extensive experience coaching and mentoring others.

