

Position Description

Programme Manager

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 Programme Manager is a key deployable member of the Project Delivery and Portfolio Management team and is responsible for the strategic coordination, planning, management, and successful delivery of Civil Aviation Authority of New Zealand programmes. The role will primarily work on programmes based in Auckland but will lead other CAA programmes as needed.

Key Dimensions

Group:	Corporate Services	
Team:	Project Delivery and Portfolio Management	
Reports to:	Manager, Project Delivery and Portfolio Management	
Location:	Auckland	
Salary Band:	Band 18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> • CAA Board • ELT • Project leads and stakeholders 	External: <ul style="list-style-type: none"> • Airport companies • Other border agencies • Vendors/service providers
Essential requirement/s:	N/A	

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 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

- Manage the CAA's programmes by:
 - Leading programmes to gain appropriate approvals to progress the desired outcomes.



- Establishing and managing governance structures, including, but not limited to, working with steering groups, participants, and broader NZ Government stakeholders to create escalation pathways and clear accountabilities.
- Accountable for programmes and projects to ensure they are planned and resourced appropriately to establish acceptable and achievable timelines/milestones whilst managing risk tolerance.
- Lead reporting on the programme to the relevant groups/committees in the Authorising environment as required (such as the Programme Steering Group, the Strategy, Finance and Investment Committee, and CAA Board)
- Ensuring status reports are effective and relevant to keep stakeholders informed of programme status and any related issues or risks are highlighted and managed.
- Lead engagement with all required stakeholders (internal and external) to ensure that stakeholder contributions are provided in accordance with the programme and impacts are managed.
- Create detailed budgets and financial management of the programme.
- Create and lead change and communications associated with the programme.
- Work with existing tools, systems and frameworks to deliver programmes. Where existing tools do not exist, work with the broader PDPM team to create and develop tools and systems for efficient work tracking and programme management.
- Lead and provide strategic advice to project leads and stakeholders on workflows, procedures and processes for rule and process development to ensure compliance.
- Identify, manage, and be accountable for risk with the programme, escalating through the appropriate channels as required. Specifically, ensure that risks relating to the health, safety, and Well-Being of our people are actively managed.

Competencies

Get Smart – Knowledge & Context: Level 2 ■■

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 3 ■■■

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

Essential:

- Relevant experience in programme management or in the delivery of work in a complex operating environment, e.g. working across multiple workstreams, working to tight timelines, project management and coordination.
- Excellent networking and interpersonal skills with the ability to build relationships across organisational boundaries and within the industry.
- Demonstrable ability to coordinate stakeholders at all levels.
- A strategic and analytical mindset with good problem-solving and decision-making skills.
- Agility and confident ability using programme and project management tools.
- Advanced proficiency with MS Office (Word, graphics, spread sheets and presentation packages).
- Strong organisational and planning abilities.
- Excellent attention to detail across all areas.
- Broadly focused and able to manage multiple projects concurrently.
- Excellent written and oral communication ability.

Desirable:

- 10+ years of programme level infrastructure projects.
- Prince 2 or MSP Certified.
- Relevant tertiary qualification.
- An understanding of the NZ Civil Aviation legislative and regulatory framework and other statutory requirements.
- An understanding of the machinery of government.

