

Position Description

Project Manager, Aviation Safety Oversight (12 month - Fixed Term)

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

As Project Manager, Aviation Safety Oversight you will lead the coordination, planning and delivery of strategic initiatives that build capability and capacity across the Aviation Safety Oversight Group. This role is pivotal in shaping a future-ready regulatory environment that supports aviation safety system participants to meet standards and manage safety effectively.

Initially reporting to the Deputy Chief Executive, Aviation Safety Oversight this role will evolve as the project progresses, eventually integrating into a broader CAA programme of work.

The Aviation Safety Oversight group is responsible for regulatory oversight of organisations, aircraft, aircraft products, individuals, airspace, aerodromes and aviation-related infrastructure. The group makes sure aviation safety system participants meet safety standards and have systems and practices in place to successfully manage safety risks.

Key Dimensions

Group:	Aviation Safety Oversight	
Team:	N/A	
Reports to:	Deputy Chief Executive, Aviation Safety Oversight	
Location:	Wellington	
Salary Band:	17	
Financial:	TBC	Delegation Level = TBC
People:	Direct Reports = TBC	Delegation Level = TBC
Organisational Delegations:	Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the 'Instrument of Delegation' document.	
Key Relationships:	Internal: <ul style="list-style-type: none"> • DCE Aviation Safety Oversight • CAA Executive Leadership Team • Aviation Safety Oversight leadership team • CAA leaders and staff 	External: <ul style="list-style-type: none"> • N/A
Essential requirement/s:	<ul style="list-style-type: none"> • 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 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.
- As leaders, we are accountable for building trust, fostering growth, and empowering teams. We create environments that prioritise well-being, collaboration, and performance, ensuring our people feel valued and supported. We bring to life the CAA's leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.

Key Accountabilities

Project Leadership

- Lead the delivery of diverse initiatives that build capability and capacity across the Aviation Safety Oversight Group.
- Apply trusted project management and design approaches to ensure robust oversight and delivery.
- Provide high-quality reporting and planning, ensuring effective governance and stakeholder engagement.
- Act as the escalation point for the workstream leads and support resolution of complex issues.

Work management

- Plans systematically and monitor progress against strategic goals.
- Manage multiple workstreams concurrently, maintaining momentum and focus.

People leadership

- Inspire and guide cross-functional teams through non-positional leadership.
- Provide coaching and mentoring, and on-the-job training to team members.
- Foster a collaborative environment that encourages knowledge sharing and continuous improvement.

Relationship management

- Build strong, trust-based relationships across CAA and with external stakeholders.
- Promote collaborative solutions and enhance the reputation of CAA and partner agencies.

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 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 CAA Values.

Skills and Experience

Essential

- 3+ years of experience in project management or leading workstreams in complex environments.
- Strong interpersonal and networking skills across all levels.
- Proven ability to lead project teams and delegate effectively.
- Experience with organising and supporting project steering groups, e.g., developing Terms of Reference, setting meetings and agendas, escalating issues for resolution, and presenting papers.
- Experienced in gathering requirements and analysing business owner needs to scope projects and support the development of business cases.
- Strong organisation and planning abilities, including developing project schedules and project plans.
- Good problem-solving and analytical skills with the ability to prioritise work to achieve outcomes.
- Proficient in project management tools and techniques.
- Advanced proficiency with MS Office (Project, Word, Excel, Visio, PowerPoint).
- Excellent written and verbal communication.
- Experience in change impact assessment/change management.

Desirable

- Prince2 or MSP Certified.

