

Position Description

Project 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 (CAA) 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 Project Manager is a key deployable member of the Project Delivery and Portfolio Management (PDPM) team and is responsible for the coordination, planning, management, budgeting and successful delivery of CAA projects. Examples of the types of projects include digital, equipment, workplace, airport based, or other projects as required.

Key Dimensions

Group:	Corporate Services	
Team:	Project Delivery and Portfolio Management	
Reports to:	Manager, Project Delivery and Portfolio Management	
Location:	Wellington or Auckland	
Salary Band:	Band 17	
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/workstream leads and stakeholders 	External: <ul style="list-style-type: none"> • Airport companies • Border agencies • Vendors/service 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 CAA's 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

- Apply the CAA Project Lifecycle framework to plan, deliver and close projects including adhering to the required stage gates, using existing tools and templates, and following established processes. Work with the broader PDPM team to improve the project management framework.



- Support the assigned Business Analyst to develop business cases by participating in requirements workshops, helping identify benefits and project tolerances, identifying initial risks, helping create project budgets; and reviewing artefacts such as the Business Case.
- Engage managers across CAA to identify and gain commitment of project resources including workstream leads and subject matter experts (SMEs). Form project teams by working with assigned resources to set expectations and agree on roles and responsibilities.
- Lead the planning of projects including running planning workshops with the project team, identifying deliverables and tasks, developing deliverable acceptance criteria, refining project benefits, creating detailed budgets, identifying detailed risks, and developing required artefacts such as the project schedule and Project Initiation Document (PID).
- Lead projects by delivering tasks and activities outlined in the schedule and PID, directing project teams (workstream leads and SMEs) to complete assigned tasks and activities, and supporting project teams to deliver through coaching and mentoring.
- Monitor and manage delivery by identifying and managing risks, resolving issues, managing project change control (e.g. changes to time, scope, budget, and resourcing) in line with agreed tolerances, managing interdependencies with other projects, escalating decisions to the Project Sponsor and/or Steering Group, and tracking and reporting project progress.
- Manage stakeholder engagement and change management activities, including developing change management and communication plans to ensure successful implementation and handover of deliverables to business owners.
- Lead project closure activities including lessons learnt workshops, working with business owners to handover deliverables and set up benefit realisation tracking, and developing required artefacts such as the Project Closure Report.

Competencies

Get Smart – Knowledge & Context: Level 2^{••□}

Understands the role of CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of 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 in the delivery of work in a complex operating environment, e.g. leading project workstreams and working to tight timelines.
- Excellent networking and interpersonal skills with the ability to build relationships with internal and external stakeholders at all levels.
- Demonstrable ability leading project teams, including delegating work to subject matter experts and workstream leads.
- Experience with organising 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.
- Demonstratable experience in monitoring and reporting project progress, risk mitigation, and issue resolution.
- Agility and confident ability using project management tools and techniques.
- Advanced proficiency with MS Office (Project, Word, Excel, Visio, PowerPoint).
- Excellent written and oral communication.

Desirable:

- Prince2 or MSP Certified.
- Relevant tertiary qualification.
- Change management experience.

