

Position Description

Project Manager (Fixed term – 12 months)

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



Role Purpose

The key responsibility of the Project manager is to manage the successful delivery of a Certification Project.

Key Dimensions

Group:	Aviation Safety Oversight	
Team:	Certification & Monitoring	
Reports to:	Manager, Product	
Location:	Wellington	
Salary Band:	18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Engineers, Inspectors Aviation Safety Managers 	External: <ul style="list-style-type: none"> Other Government Agencies
Essential requirement/s:	Travel domestic and international Drivers Licence	

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 the certification project using existing tools and templates, and following established processes.
- Form the project team and set expectations, agree on roles and responsibilities and define project objectives.



- With the project team, develop a statement of work that identifies project tasks, deliverables, acceptance criteria, a project stakeholder engagement and communication plan, project budget, and project schedule that will enable the project objectives to be achieved. The SOW should include systematic risk management practices to identify, analyse, evaluate and mitigate project risks.
- Manage project delivery in accordance with the SOW and in doing so, direct the project team to complete assigned tasks and activities and identify implement project change controls as required to address changes to schedule, scope, budget, and resourcing, in line with tolerances agreed with the Project Sponsor, escalating decisions to the Project Sponsor and/or Steering Group when necessary.
- Monitor project progress and furnish regular project progress reports to the Project Sponsor and/or Steering Group.
- Manage stakeholder engagement per the project communication plan to ensure that all stakeholders are informed of, consulted on, or involved in the project to the appropriate level and extent at the applicable stage of the project.
- Upon completion of each project deliverable ensure successful handover of deliverables to applicable recipient stakeholders.
- Lead project closure activities working with business owners to develop required artefacts including a 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.
- Aerospace, military or complex/innovative engineering project experience, ideally with an aerospace software engineering focus.
- Excellent networking and interpersonal skills with the ability to build effective and professional relationships with internal and external stakeholders at all levels.
- Demonstrated ability leading project teams in dynamic environments, including coordinating work to subject matter experts, workstream leads and project team members.
- Experienced working in a project oversight structure of Project Sponsor and Project Steering Group. with organising project steering groups, e.g. developing Terms of Reference, setting meetings and agendas, escalating issues for resolution, and presenting papers.
- Strong organisation and planning abilities, including developing project schedules and project plans.
- Experienced in analysing stakeholder needs and gathering requirements to scope project deliverables.
- Strong problem-solving and analytical skills with the ability to prioritise work to achieve outcomes.
- Demonstrated experience in monitoring and reporting project progress, risk management, and issue resolution.
- Agility and confident ability using project management tools and techniques. Flexible project management approach suited to the phase of the project and its demands at that point in time.
- Advanced proficiency with MS Office (Project, Word, Excel, Visio, PowerPoint).
- Excellent written and oral communication.

Desirable:

- Prince2 or MSP Certified.
- Relevant tertiary qualification.
- Knowledge of CAA NZ and FAA Type Certification processes.
- Knowledge of aircraft flight testing processes.

