

Senior Advisor, Health and Safety

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 Senior Advisor, Health and Safety will play a key role in leading the delivery and continuous improvement of the health and safety function within the Civil Aviation Authority (CAA). This role supports the CAA Board and Executive Leadership Team in fulfilling their due diligence obligations under the Health and Safety at Work Act 2015, while also driving organisational capability and fostering a strong health and safety culture.

The Senior Advisor, Health and Safety will work collaboratively to provide advice and support to people leaders and teams across the organisation with a focus on building health and safety capability, including within the People and Capability group. This position will provide expert guidance on the development, implementation, and enhancement of health and safety strategies, initiatives, policies, and procedures.

The role is also responsible for contributing to the design and execution of health and safety programmes, projects, and frameworks that enable leaders to effectively meet their legislative responsibilities under the Health and Safety at Work Act 2015. The role includes oversight of key reporting functions and ensures robust systems are in place to support compliance, continuous improvement, and the safety of all CAA employees.

Key Dimensions

Group:	People and Capability	
Team:	People Experience	
Reports to:	Team Leader, Health and Safety	
Location:	Auckland	
Salary Band:	17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Other colleagues in the People and Capability Group, particularly the People Partnering and Learning Teams Health and Safety Committees Peer Support Network People Leaders 	External: <ul style="list-style-type: none"> Health and Safety professionals in other agencies Service providers Union representatives ACC Case Managers
Essential requirement/s:	<ul style="list-style-type: none"> Full 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 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.

Key Accountabilities

- Deliver strategic, responsive, and high-quality health and safety advice and support across the organisation, including expert oversight of complex case management, ensuring services are proactive, risk-informed, and tailored to organisational needs.
- Maintain deep understanding of the Health and Safety function and actively seek initiatives to enhance policies, systems, practices, and performance in alignment with organisational goals and developing best practice.
- Build and sustain trusted, influential relationships across all levels of the CAA, proactively engaging, influencing and collaborating with stakeholders to build capability and embed a strong health and safety culture.
- Take a leading role in the design, development, delivery and evaluation of strategic health and safety projects and initiatives under the Health and Safety framework, providing high-level input and guidance on health and safety priorities in alignment with organisational objectives.
- Collaborate closely with colleagues within the People Partnering and related functional teams to enable an integrated, end-to-end operating model that aligns health and safety with recruitment, learning and capability, human resources, organisational development, and wellbeing functions.
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- Support the review, development, and continuous improvement of accessible, up-to-date health and safety policies, procedures, and guidance materials, ensuring alignment with legislation, best practice, and organisational needs.
- Assist with the development, analysis, and strategic interpretation of health and safety data, metrics and reporting to provide insights and assurance on CAA's health and safety performance, capability, culture and continuous improvement opportunities.
- Significantly influence and contribute to the development of strategic health and safety frameworks, programmes, and initiatives across the CAA that align with organisational priorities, enabling leaders to foster a proactive safety culture and create safe, supportive work environments that maximise employee engagement, wellbeing, and performance.
- Take a leading role in research, sector engagement, and strategic risk assessment to identify and respond to current and emerging workplace health issues, ensuring timely, evidence-based interventions that safeguard CAA functions and employee wellbeing.
- Partner with leaders and the wider organisation to proactively manage identified critical risks, providing expert guidance to ensure effective controls, compliance, and a strong organisational risk culture.



- Provide strategic guidance and coaching to leaders to develop leadership health and safety capability and ensure high-quality execution of core health, safety, and wellbeing functions, fostering accountability and continuous improvement across operational functions.
- Provide expert advice on operational responsibilities, including risk identification, assessment, and management; data recording, reporting, and analysis; incident investigation and review; rehabilitation and return-to-work guidance and support. Engage proactively with leaders, stakeholders, and support services to drive a consistent and effective safety culture.
- Lead the management of investigations into workplace incidents, working collaboratively with Managers, Health and Safety Representatives, People Advisors, and ACC Case Managers to ensure effective Return to Work (RTW) planning and support for our people.
- Design, deliver, and facilitate when required, high-impact training, workshops, and briefings tailored to all levels of the organisation, ensuring content drives behavioural change, builds capability, and strengthens the health and safety culture.
- Provide expert advice on and lead the coordination of external audits of health and safety systems and activities, ensuring organisational readiness, regulatory compliance, and continuous improvement through effective audit outcomes.

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

- Sound knowledge of the New Zealand health and safety legislation, regulatory requirements and administrative frameworks.
- Tertiary or post graduate qualification(s) in health and safety or similar discipline.
- At least five years health and safety experience, with preferably two years in a Senior Advisor level role.
- Demonstrated understanding and alignment to current research, critical thinking and practice in health and safety, and the ability to apply this directly into work.



- Experience assessing, reviewing, and developing or refining a health and safety management system, or similar in a large workplace.
- Proven ability to coach, influence and build the capability of people leaders at all levels on health and safety topics, partnering effectively with the organisation to deliver proactive, high-impact health and safety support and guidance.
- Highly effective engagement and communication skills, both oral and written at all levels and the ability influence and engage others to achieve outcomes, including presenting information for a range of audiences.
- Demonstrated experience in building strong, collaborative relationships with internal and external stakeholders, fostering trust and alignment to support health and safety outcomes.
- Strong ability to critically analyse and interpret complex information to inform sound, evidence-based decision-making and risk management.

