

# Position Description

## Senior Advisor, Governance and Secretariat

*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 Governance and Secretariat works alongside a small team to provide advice and support across the Authority, in particular to the Authority Board, Executive Leadership Team (ELT) and its internal governance, committees. This role will provide secretariat services and advice to the ELT and its internal governance, committees and undertake activities that ensure that the components of the governance framework and the Authority's overall governance system are aligned and working effectively. This role provides advice to the Chief Executive and the senior leaders on governance generally, and ensures that the Authority's governance decisions, systems, and processes support it to meet its strategic safety and security objectives.

## Key Dimensions

<b>Group:</b>	Assurance and Governance	
<b>Team:</b>	Governance and Secretariat	
<b>Reports to:</b>	Manager, Governance and Secretariat	
<b>Location:</b>	National Office Wellington	
<b>Salary Band:</b>	Band 17	
<b>Organisational Delegations:</b>	Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the 'Instrument of Delegation' document.	
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>• ELT leadership</li> <li>• Other key leaders across the organisation</li> </ul>	External: <ul style="list-style-type: none"> <li>• Board members</li> <li>• Ministry of transport.</li> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>• Relevant skills and background.</li> </ul>	

## 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

- Provide governance and secretariat support to the Authority Board, ELT and internal governance Committees
- Provide operational support for the Board, ELT and its internal governance Committees that includes:
  - Meeting administration – scheduling meetings, agenda, collation and distribution of papers, distribution of minutes, following up on action points.
  - Meeting attendance – capturing key discussion points, decisions and action points.
  - Planning and development – forward work programme development, terms of reference, appointments, updating intranet content.
  - Support – point of contact for committee matters.
- Ensure smooth and consistent governance processes across the ELT and internal Committees
- With the support of the Manager Governance & Secretariat, act as key intermediary between components of the Authority's LMS ensuring information is joined-up, and provide advice to the ALT and Committee Chairs as necessary
- Maintain a watching brief on risks and issues, and ensure these are incorporated into Committee work programmes and agendas.
- Proactively assess governance processes to ensure effectiveness and efficiency, and support the Manager Governance & Secretariat and Committee Chairs to conduct evaluations of committee performance
- Support the Manager Governance & Secretariat in the provision of general advisory services to (or on behalf of) the Board, Chief Executive and ELT, including briefing notes, stakeholder support, and input into strategies etc.
- Build and maintain effective working relationships across the Authority, in particular with the Director of Civil Aviation and Chief Executive, the Board, ELT, Committees and key governance stakeholders.
- Carry out activities supporting the health and integrity of the internal governance frameworks, processes and operations, including identifying and implementing improvements, and maintaining appropriate documentation.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.



## Skills and Experience

1. The job holder will need to exercise the following characteristics to successfully fulfil the potentially demanding requirements of this position:
2. Political nous, and the ability to apply judgement in ambiguous or challenging scenarios at a senior level
3. Analytical skills with the ability to make sound and respected decisions at a senior level
4. High level of integrity, professionalism and discretion
5. Ability to respond to urgent or unexpected demands or issues
6. Ability to ensure administrative and recording-keeping tasks are kept to the highest standard, while seeing “the wood for the trees”
7. Ability to effectively identify and escalate issues
8. Ability to work both independently and as part of a team contributing an interconnected system
9. Ability to write to a high standard, appropriate to the audience, including proof reading with a high level of accuracy.
10. Build and maintain relationships across the Authority using appropriate style and method to communicate with others.

