

Position Description

Senior Advisor, Project Delivery and Portfolio Management

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 Senior Advisor, Project Delivery and Portfolio Management (PDPM) is responsible for leading portfolio management activities including supporting governance bodies to make decisions about which projects to approve; providing best practice frameworks, processes, and tools; maintaining the major projects portfolio and pipeline; providing advice and support to project teams; and helping lift project management maturity.

Key Dimensions

Group:	Corporate Services	
Team:	Project Delivery and Portfolio Management (PDPM)	
Reports to:	Manager, Project Delivery and Portfolio Management	
Location:	Wellington	
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 • Assurance and Governance Group • Project Managers, Project Sponsors 	External: <ul style="list-style-type: none"> • 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

- Provide input and support the development of the business plan, by working collaboratively with teams leading the process, as well as helping enable decision making on the project portfolio by providing advice and support to ELT.
- Build strong relationships with teams across CAA to enable ongoing maintenance of the project portfolio roadmap and support portfolio reporting to the Board, ELT, and other governance groups as required.
- Provide advice and support to project managers and sponsors on the application of best practice portfolio, programme, and project management approaches. Guide the selection and tailoring of appropriate methodologies, whether programme shaping, waterfall, tranche or agile delivery, ensuring alignment with the Project Lifecycle and PDPM frameworks. Act as a trusted advisor to embed consistency, quality, and strategic alignment across all delivery activities.
- Lead the continuous improvement of existing frameworks and processes such as the Project Lifecycle and Stage Gate approvals processes.
- Lead the development of new PDPM frameworks, processes, tools, templates, and guidance to help lift portfolio, programme, and project management (P3M3) maturity across CAA. For example, a programme management framework or a project benefits realisation process.
- Provide coaching and mentoring to other PDPM team members.
- Lead PDPM communications and change activities associated with embedding frameworks and processes, including supporting our community of practice as required.
- Provide thought leadership on the PDPMs maturity work programme and project portfolio activities by helping shape the strategic direction of the team. Lead the continuous improvement of project delivery reporting through a strategic lens. Ensure reporting frameworks and outputs provide clear, actionable insights that meet the needs of senior leaders, the Board, ELT, and project Sponsors.

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 working in either project management, or the delivery of work in a complex operating environment.
- Excellent interpersonal skills with the ability to build relationships, gain trust, and influence outcomes at all levels of the organisation.
- Experience with leading the development of best practice frameworks and processes to lift P3M3 maturity.
- Experience with supporting project prioritisation processes to enable organisations to make decisions about project and programme investments.
- Demonstrated ability to develop guidance material and tools, as well as provide support and advice to programme and project management teams, managers, and sponsors.
- Excellent verbal and written communication, with good attention to detail, ability to analyse data, and experience in presenting complex information in a simple format.
- Demonstrated ability to develop portfolio reporting that enables visibility and oversight of projects and supports decision-making.
- Advanced proficiency with MS Office (Project, Word, Excel, Visio, PowerPoint) and intermediate proficiency with Power BI.

Desirable:

- Prince2, MSP, MOP, PMP or Agile certified.
- Relevant tertiary qualification.

