

Position Description

Senior Programme Manager – Rules Update Programme

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 Programme Manager leads the delivery of the multi-year Rules Update Programme. The programme is a CAA strategic priority and a priority of the Minister's Aviation Action plan.

The Senior Programme Manager is responsible for leading a pool of matrix-managed resource to successfully deliver multiple end-to-end rule projects, through the effective use of plans, process, resource, and the management of progress, scope, risks, issues and dependencies.

Key Dimensions

Group:	Systems, Strategy and Policy	
Team:	Strategy, Policy and International Engagement	
Reports to:	General Manager, Strategy, Policy and International Engagement	
Location:	National Office	
Salary Band:	19	
Financial:	Yes	Delegation Level =xxx
People:	Direct Reports = Nil	Delegation Level = xxx
Key Relationships:	Internal: <ul style="list-style-type: none"> • DCE System, Strategy and Policy • DCE Aviation Safety Oversight • General Manager, Strategy, Policy and International Engagement • Regulatory Policy and International Engagement Managers • Managers across the organisation 	External: <ul style="list-style-type: none"> • Ministry of Transport • Aviation sector participants • External subject matter experts
Essential requirement/s:	<ul style="list-style-type: none"> • 	

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.



- As leaders, we are accountable for building trust, fostering growth, and empowering teams. We create and support an environment that enables professional working relationships through collaboration both within the CAA and with parties we engage with. We bring to life the organisation leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.

Key Accountabilities

- Leads the development and delivery of a multi-year programme of work to identify, design, draft and implement changes to modernise the Civil Aviation Rules.
- Leads the matrix-managed pool of resource through prioritisation, planning and delivery of multiple rule change projects, ensuring consistency of approach and in line with strategic objectives.
- Utilises appropriate project management disciplines to ensure successful delivery and instils these across the programme.
- Ensures that resources are effectively utilised, with balanced workloads.
- Identifies and manages scope, risks, issues and dependencies within the programme, escalating through the appropriate channels as required.
- Demonstrates strong leadership, inspiring high performance, collaboration and innovation across the resource working on the programme.
- Provides advice and guidance to support the programme sponsor and support DCE who are accountable for successful delivery of the programme.
- Mentors and coaches resource working on the programme, enabling issues to be surfaced, empowering problem resolution and encouraging knowledge sharing and enhancement of skillsets.
- Champions change and efficiency in the rules making process, encouraging new ways of working and use of new tools to increase productivity.
- Manages the preparation and update of key programme artefacts, including plans, reports, and registers in line with agreed CAA standards.
- Engages with managers across CAA to promote awareness of the programme and identify and gain commitment for involvement of resource.
- Leads progress reporting, communications and stakeholder engagement activities for the programme, including with the Executive and Board
- Manages and monitors programme budget.



Competencies

Get Smart – Knowledge & Context: Level 3 ***

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 3 ***

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.

Lead Smart – Focus On Our People: Level 2 **□

Effective leadership is about building trust, growth, and empowering teams to succeed. Leaders create environments that promote well-being, collaboration, and high performance by balancing care and challenge. At every stage, they prioritise people and ensure individuals feel valued.

Skills and Experience

- 10+ years programme/project management experience leading successful delivery of complex work programmes.
- Demonstrated delivery experience in a regulatory environment, with a sound understanding of the machinery of government.
- Excellent project management and organisational abilities, and the ability to tailor these appropriately to reflect changes to situation and direction.
- Excellent relationship building and interpersonal skills, with experience building and maintaining relationships within the organisation and with external stakeholders at all levels.
- Well-developed ability to critically analyse and interpret complex information and make effective and sound decisions.
- Proven experience of developing and leading high performing teams in a matrix-managed environment.
- Demonstrated ability to build credibility at senior levels, quickly establishing confidence and trust and where your advice and guidance is actively sought.
- A strategic and analytical mindset with the ability to interpret detailed technical information and quickly gain an understanding of the aviation sector.

