

# Position Description

## Strategic Procurement Lead

*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 Strategic Procurement Lead is responsible for defining and delivering the programme-wide sourcing and procurement strategy, ensuring all procurement activity is aligned, fit-for-purpose, and delivers value for money.

This role provides strategic leadership across all procurement activities, leading major sourcing initiatives while guiding and enabling programme teams to effectively manage smaller procurement processes.

The Strategic Procurement Lead ensures strong commercial frameworks, supplier performance management, and governance are in place to support successful programme delivery, particularly for strategic suppliers.

This role is also responsible for building sustainable procurement capability across the programme and broader organisation, ensuring that knowledge, tools, and practices are uplifted over time. This includes embedding consistent procurement approaches, strengthening commercial acumen within delivery teams, and ensuring alignment and integration with other significant organisational procurement activities to maximise value, reduce duplication, and manage supplier relationships effectively.

## Key Dimensions

<b>Group:</b>	Assurance and Governance	
<b>Team:</b>	Business Transformation	
<b>Reports to:</b>	Transformation Programme Manager	
<b>Location:</b>	Wellington	
<b>Salary Band:</b>	18	
<b>Financial:</b>	Yes	Delegation Level = Tier 4
<b>People:</b>	Direct Reports = No	None
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>• General Manager Digital</li> <li>• Manager, Commercial and Procurement</li> <li>• Programme leadership</li> <li>• Strategic Finance and Investment Group</li> <li>• Regulatory Enablement and Response Group, Legal</li> </ul>	External: <ul style="list-style-type: none"> <li>• Suppliers</li> <li>•</li> </ul>
<b>Essential requirement/s:</b>	•	



## 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

- Define and implement the programme sourcing and procurement strategy, aligned to programme objectives and delivery timelines, including shaping sourcing options, market engagement approaches, and commercial inputs to the Business Case.
- Provide strategic oversight and governance for all procurement activity across the programme.
- Lead complex and high-value procurement processes, including market engagement, tender design, evaluation, and negotiation.
- Establish and embed consistent procurement frameworks, processes, templates and governance across the programme, and provide commercial and procurement leadership for digital and technology sourcing, ensuring alignment with government digital standards and expectations.
- Guide and enable workstreams to deliver fit-for-purpose procurement approaches for lower-value or less complex procurements.
- Develop and implement supplier engagement models and management practices, including strategic supplier identification, engagement and long-term performance measures, governance forums, and continuous improvement practices.
- Provide expert advice on procurement and commercial negotiations, contract structures, risk management and identify opportunities to aggregate demand and leverage organisational buying power.
- Build and uplift procurement capability across the programme and contribute to broader organisational capability uplift over time, including developing tools, templates, guidance, and coaching for workstream teams to enable effective, fit-for-purpose procurement practices.
- Ensure strong integration and alignment with other significant organisational procurement activity, avoiding duplication, leveraging scale, drive consistency, efficiency, and value-for-money outcomes.
- Partner closely with central procurement and commercial functions to ensure strong commercial outcomes and alignment with organisational policies, joined-up planning, and effective market engagement, while enabling fit-for-purpose programme delivery.
- Balance programme delivery needs with alignment to enterprise procurement direction and future operating model.



## 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 3**

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

- Extensive senior experience in procurement, sourcing, and commercial management, including leading complex, high-value procurements.
- Proven track record leading large and complex procurement processes.
- Strong understanding of public sector procurement frameworks, governance and compliance requirements (highly desirable).
- Experience developing and implementing procurement strategies at programme or enterprise level.
- Demonstrated expertise in contract negotiation and supplier management.
- Experience establishing and managing strategic supplier relationships and performance frameworks.
- Strong commercial acumen, with the ability to balance quality, risk, value, and delivery.
- Excellent stakeholder management and communications skills, with the ability to engage, influence, and adapt across technical, commercial, and executive audiences.
- Ability to apply sound judgement and provide pragmatic guidance in a complex programme environment.
- Experience delivering digital and technology procurement in a New Zealand public sector context, including familiarity with Marketplace, GDDA expectations, and government digital investment and assurance processes.

