

# Position Description

## Team Leader, 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 Team Leader, Health and Safety will have responsibility for leading the health and safety function within the CAA. With the Head of People Experience, the role will be required to support the CAA Board and Executive Leadership Team in meeting their due diligence responsibilities under the Health and Safety at Work Act 2015 and providing support and direction in building health and safety understanding and capability across the organisation.

The role will be required to design and develop key Health and Safety programmes, projects processes and frameworks to support leaders to be able to meet their obligations under the Health and Safety at Work Act 2015 and carry out required reporting requirements.

The Team Leader, Health and Safety will be responsible for research and review of the national and international Health and Safety sector in general terms, to ensure CAA's approach to health and safety is aligned to current thinking and is able to respond to questions and concerns related to health and safety risks within CAA.

The role will have proven leadership capability development, will be skilled at building trust and confidence, will be able to research and deliver technical guidance and expertise, undertake effective monitoring and reporting, embedding values and behaviours and enhancing and maturing of our workplace culture.

## Key Dimensions

<b>Group:</b>	People and Capability	
<b>Team:</b>	People Experience	
<b>Reports to:</b>	Head of People Experience	
<b>Location:</b>	Wellington	
<b>Salary Band:</b>	18	
<b>Financial:</b>	Nil	Delegation Level = Tier 4
<b>People:</b>	Direct Reports = 3	Delegation Level = Tier 4
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>Principal Advisor, Wellbeing</li> <li>Other colleagues in the People and Capability Group, particularly the People Partnering and Learning teams</li> <li>Health and Safety Committees</li> <li>Peer Support network</li> <li>CAA Board</li> <li>Executive Leadership Team</li> <li>All levels of management.</li> </ul>	External: <ul style="list-style-type: none"> <li>Team Leaders or similar roles responsible for Health and Safety within other border agencies e.g. Customs and Immigration</li> <li>External contracted providers, e.g. training providers</li> <li>Union officials and members representing our employees including the Public Service Association, E Tū and Nupe.</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 the CAA's commitment to the Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe by following the responsibilities laid out in our people policies and our Health, Safety and Wellbeing Commitment statement.
- 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 organisations leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.

## Key Accountabilities

- Lead a team, providing coaching and mentoring to team members to support their development and the successful delivery of the team's work priorities.
- Ensure team plans and outputs are developed and implemented that are consistent and aligned to the organisation's strategy and intent and contribute to CAA's performance and reputation.
- Leads the team with a business improvement mindset.
- Builds strong relationships across CAA, and works collaboratively with stakeholders, to ensure initiatives are informed by operational insights, are fit for purpose and meet operational needs.
- Uses data, insights and robust analysis and evaluation methods to ensure the work of the team is fit for purpose and able to be measured.
- Design and develop key strategic health and safety frameworks, programmes and projects across CAA that align to key organisational requirements to ensure leaders focus on building a health and safety culture and safe work and workplace environments to enable staff to engage and contribute to their maximum ability and wellbeing.
- Ensure appropriate Health and Safety policy is place, including accompanying procedures, for example, emergency response, accident reporting, hazard identification and employee engagement and participation.
- Management of priorities and projects within the strategic work programme and designing reports and reporting on activities and progress.
- Undertake research and analysis of the Health and Safety national and international environment, as agreed from an enquiry perspective to ensure CAA stays current with new trends in thinking and practice development.
- Lead research, sector engagement, development and risk management response to current and emerging workplace health related issues, as they impact on the functions of the CAA and our employees.
- Collaborate with the wider business to support the management of identified critical risks.
- Prepare papers as required to provide strategic advice and research issues of concern.



- Develop ways of using and presenting data and information reports from a range of audience needs including CAA Board, Executive Leadership Team, Operational Teams and People and Capability Group needs.
- Support leaders in the quality and completion of core health, safety and wellbeing operational functions, as needed.
- Work closely with the Principal Advisor, Wellbeing to ensure CAA meets its obligations with respect to health, safety and wellbeing and that wellbeing and health and safety are incorporated into initiatives as appropriate.
- With the Principal Advisor, Wellbeing, work in partnership with the capability and learning functions to ensure that best practice approaches are adopted across the interconnected focus on health, safety and wellbeing.
- Lead and advise across operational responsibilities including, but not limited to, risk identification, assessment and management, data reporting recording and analysis, incident investigations, rehabilitation and return to work advice and support, liaising with managers, leaders, stakeholders and support services.
- Develop key relationships with Team Leaders or similar roles responsible for Health and Safety within other border agencies e.g. Customs and Immigration, with external contracted providers, e.g. employee assistance services, training providers, and with union officials and members representing our employees including the Public Service Association, E Tū and Nupe.

## Core Competencies

<b>Collaborates</b> – Building the partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> <li>• Works cooperatively with others across the organisation to achieve shared objectives</li> <li>• Represents own interests while being fair to others and their areas</li> <li>• Partners with others to get work done</li> <li>• Credits others for their contributions and accomplishments</li> <li>• Gains trust and support of others</li> </ul>
<b>Demonstrates Self-Awareness</b> - Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.	<ul style="list-style-type: none"> <li>• Reflects on activities and impact on others</li> <li>• Proactively seeks feedback without being defensive</li> <li>• Is open to criticism and talking about shortcomings</li> <li>• Admits mistakes and gains insight from experiences</li> <li>• Knows strengths, weaknesses, opportunities and limits</li> </ul>
<b>Drives Engagement</b> - Creating a climate where people are motivated to do their best and to help the organisation achieve its objectives	<ul style="list-style-type: none"> <li>• Structures the work so it aligns with people's goals and motivators</li> <li>• Empowers others</li> <li>• Makes each person feel his/her contributions are important</li> <li>• Invites input and shares ownership and visibility</li> </ul>



	<ul style="list-style-type: none"> <li>Shows a clear connection between people's motivators and the organisational goals</li> </ul>
<b>Drives Results</b> - Consistently achieving results, even under tough circumstances	<ul style="list-style-type: none"> <li>Has a strong bottom-line orientation</li> <li>Persists in accomplishing objectives despite obstacles and setbacks</li> <li>Has a track record of exceeding goals successfully</li> <li>Pushes self and helps others achieve results</li> </ul>
<b>Builds Effective Teams</b> - Building strong-identity teams that apply their diverse skills and perspective to achieve common goals	<ul style="list-style-type: none"> <li>Forms teams with appropriate and diverse mix of styles, perspectives and experience</li> <li>Establishes common objectives and a shared mindset</li> <li>Creates a feeling of belonging and strong team morale</li> <li>Shares wins and rewards team efforts</li> <li>Fosters open dialogue and collaboration among the team</li> </ul>
<b>Decision Quality</b> – Making good and timely decisions that keep the organisation moving forward	<ul style="list-style-type: none"> <li>Makes sound decisions, even in the absence of complete information</li> <li>Relies on a mixture of analysis, wisdom, experience and judgement when making decisions</li> <li>Considers all relevant factors and uses appropriate decision-making criteria and principles</li> <li>Recognises when a quick 80% solution will suffice</li> </ul>
<b>Courage</b> – Stepping up to address difficult issues, saying what needs to be said	<ul style="list-style-type: none"> <li>Readily tackles tough assignments</li> <li>Faces difficult issues and supports others who do the same</li> <li>Provides direct and actionable feedback</li> <li>Is willing to champion an idea or position despite dissent or political risk</li> </ul>
<b>Customer Focus</b> - Building strong customer relationships and delivering customer centric solutions	<ul style="list-style-type: none"> <li>Gains insight into customer needs</li> <li>Identifies opportunities that benefit the customer</li> <li>Builds and delivers solutions that meet customer expectations</li> <li>Establishes and maintains effective customer relationships</li> </ul>



## Skills and Experience

- Experience leading people, including coaching and mentoring others to increase performance capability and delivery.
- Experience in planning and managing multiple activities and priorities to meet business needs.
- Proactive and effective management of internal and external relationships, using influencing and persuading techniques to build confidence and trust.
- Strong planning and organising skills.
- Excellent communication skills.
- An ability to support the organisation to meet its due diligence obligations under the Health and Safety at Work at 2015.
- Experience engaging with senior and executive level stakeholders including Boards.
- At least ten years health and safety experience, with a portion of that time in a leading strategic role.
- Deep experience leading broad or specific aspects of health and safety in large, multiple-site workplace environments in New Zealand.
- Extensive knowledge of the New Zealand health and safety legislation, regulatory requirements and administrative frameworks.
- Sound knowledge and experience in risk identification, assessment and management, data analysis, , incident investigation, health information development and communication, stakeholder liaison and engagement.
- Experience assessing, reviewing, and developing or refining a health and safety management system, or similar, in a large workplace.

