Position Description



Team Leader, Learning Coordination

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

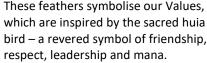
We do the right thing

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



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 position of Team Leader, Learning Coordination is responsible for leading a team that provides centralised and flexible coordination and support across all learning and development activities within CAA. This includes, but is not limited to taking responsibility for:

- Planning and management of learning and development schedules
- Input into online learning systems, including learning content, schedules and records.
- Upload of learning modules for bookings.
- Organisation and preparation of learning and development materials and collateral.
- Coordinating all learning logistics, including travel, accommodation, room bookings, catering, room and workshop set-up, etc

Key Dimensions			
Group:	People and Capability		
Team:	Learning and Capability		
Reports to:	Head of Learning and Capability		
Location:	Wellington		
Salary Band:	17		
Financial:	ТВС	Delegation Level = Tier 5	
People:	Direct Reports = 6	Delegation Level = Tier 5	
Key Relationships:	Internal:Learning and Capability teamsPeople and Capability colleagues	External: • 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 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.



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Key Accountabilities

- Lead a team and provide 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.
- Ensure the team provides centralised and flexible coordination and support across all learning activities within CAA.
- 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.

Core Competencies

Collaborates – Building the	Works cooperatively with others across the organisation
partnerships and working	to achieve shared objectives
collaboratively with others to meet shared objectives	Represents own interests while being fair to others and
	their areas
	Partners with others to get work done
	Credits others for their contributions and
	accomplishments
	Gains trust and support of others
Demonstrates Self-Awareness -	Reflects on activities and impact on others
Using a combination of feedback	Proactively seeks feedback without being defensive
and reflection to gain productive	Is open to criticism and talking about shortcomings
insight into personal strengths and	Admits mistakes and gains insight from experiences
weaknesses.	Knows strengths, weaknesses, opportunities and limits
Drives Engagement - Creating a climate where people are motivated to do their best and to help the organisation achieve its objectives	 Structures the work so it aligns with people's goals and motivators Empowers others Makes each person feel his/her contributions are important Invites input and shares ownership and visibility Shows a clear connection between people's motivators and the organisational goals
Drives Results - Consistently achieving results, even under tough circumstances	 Has a strong bottom-line orientation Persists in accomplishing objectives despite obstacles and setbacks Has a track record of exceeding goals successfully Pushes self and helps others achieve results
Builds Effective Teams - Building strong-identity teams that apply	 Forms teams with appropriate and diverse mix of styles, perspectives and experience





their diverse skills and perspective to achieve common goals	 Establishes common objectives and a shared mindset Creates a feeling of belonging and strong team morale Shares wins and rewards team efforts Fosters open dialogue and collaboration among the team
Decision Quality – Making good and timely decisions that keep the organisation moving forward	 Makes sound decisions, even in the absence of complete information Relies on a mixture of analysis, wisdom, experience and judgement when making decisions Considers all relevant factors and uses appropriate decision-making criteria and principles Recognises when a quick 80% solution will suffice
Courage – Stepping up to address difficult issues, saying what needs to be said	 Readily tackles tough assignments Faces difficult issues and supports others who do the same Provides direct and actionable feedback Is willing to champion an idea or position despite dissent or political risk
Customer Focus - Building strong customer relationships and delivering customer centric solutions	 Gains insight into customer needs Identifies opportunities that benefit the customer Builds and delivers solutions that meet customer expectations Establishes and maintains effective customer relationships

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.

