

Position Description

Transformation Programme Manager (FIXED TERM)

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 Transformation Programme Manager will be responsible for leading the overall coordination, governance and delivery discipline across our business transformation programme of work. This is a senior role which will require influencing across the organisation as well as 'doing the doing'. This includes managing interdependencies between workstreams, maintaining momentum and ensuring the Executive Leadership Team (ELT) has clear visibility of progress, risks and decisions.

Key Dimensions

Group:	Assurance and Governance	
Team:		
Reports to:	Head of Assurance and Governance	
Location:	Wellington	
Salary Band:	TBA	
Financial:	Nil	Delegation Level = n/a
People:	Direct Reports = 0	Delegation Level = n/a
Organisational Delegations:	Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the 'Instrument of Delegation' document.	
Key Relationships:	Internal: <ul style="list-style-type: none"> • CAA Executive Leadership Team • CAA leaders and staff • Board 	External: <ul style="list-style-type: none"> • Ministers • Other government stakeholders • User groups
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 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

The Transformation Manager will be responsible for developing a comprehensive transformation delivery programme, aligning initiatives with organisational goals, vision and key milestones. A critical part of the role will be to bring structure and coherency to an evolving programme of work. The Transformation Manager will need to maintain a strong focus on the user experience, improving the productivity of our people, and ensuring we maintain a sharp focus on the outcomes we are looking to achieve for the wider system as set out in our strategy. The Transformation will also act as a catalyst to drive a culture shift by helping us operate as one CAA, adopt a “how might we” mindset, and facilitate progress over perfection.

Programme Leadership

- Lead the delivery of the integrated transformation programme plan across business groups
- Identify and actively manage interdependencies and sequencing risks
- Support prioritisation of programme activity across competing business demands
- Work alongside the ELT and executive sponsors to manage risks and support delivery

Project Management

- Support the management of some transformation projects within the programme, with a particular focus on setting up and initiating successful projects within the programme
- Manage project scope, timelines, resource and budget allocation

Governance

- Set up the programme governance structure and cadence
- Support monthly steering committee and governance forums
- Track actions, decisions, risks and blockers, and drive resolution
- Proactively remove roadblocks and escalate where required
- Support transitions through planning, build, internal and external launch phases
- Adapt programme structure and resourcing when required

Delivery Oversight

- Build strong relationships and credibility across the organisation quickly
- Work closely with the ELT, executive sponsors and senior leaders
- Act as the connector across workstreams
- Translate complexity into clear priorities and actions

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 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 3 ...

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

- Senior programme manager with experience delivering multi-year complex, cross functional programmes (involving a digital or technology component would be an advantage)
- Experience working closely with and presenting to executive leadership and boards is essential
- Demonstrated ability to see the “big picture” and understand the strategic context of projects
- Good knowledge of budgeting and resource allocation procedures
- Effective verbal and written communication skills
- The ability to think strategically and analytically and translate ideas and concepts into concrete actions
- Demonstrated ability to understand financial data and information, cost out all options and support recommendations with quantitative data
- Strong stakeholder management and relationship-building skills with credibility at executive level
- Proven ability to lead both project teams with direct delegation, and indirectly through influence
- Good problem solving and analytical skills with the ability to prioritise work to achieve outcomes
- Pragmatic, delivery-focused and calm under pressure
- Proficient in project management tools and techniques

