

# Position Description

**Position title:** Programme Coordinator - New Southern Sky

**Group:** Air Transport and Airworthiness Group

**Date:** September 2019

*This job description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organisation.*

## Purpose

The purpose of the New Southern Sky Programme is to implement the National Airspace and Air Navigation Plan. New Southern Sky is a CAA led 10 year programme to modernise the New Zealand aviation system. Effective performance in this role contributes to keeping aviation safe and secure.

## Overview of the role

The Programme Coordinator works directly for Director New Southern Sky. The coordinator will analyse, manage and report on information and data related to the programme. This will include the management of a benefits framework, performance and safety metrics and the maintenance of the Programme Plan and the Programme Risk Register and Issues Log. The coordinator will assist Director New Southern Sky in managing the stakeholder group, liaise with the Airways Corporation metrics personnel and assist with preparation and delivery of the Working Group, workshops, seminars and conferences, some of which will be conducted off site.

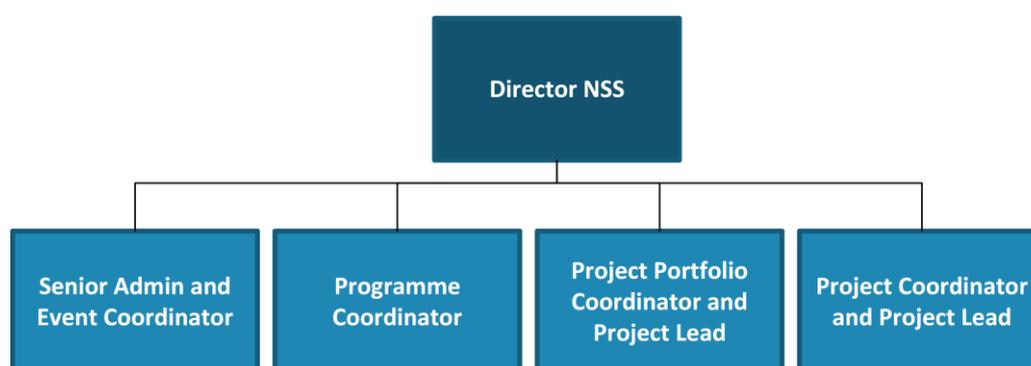
## Scope

**Reports to:** Director New Southern Sky

**Direct Reports:** Nil

**Location:** National Office, Wellington

## Organisational context



## Core Competencies

<p><b>Communicates Effectively -</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>	<ul style="list-style-type: none"> <li>• Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels</li> <li>• Attentively listens to others</li> <li>• Adjusts to fit the audience and the message</li> <li>• Provides timely and helpful information to others across the organisation</li> <li>• Encourages the open expression of diverse ideas and opinions</li> </ul>
<p><b>Manages Ambiguity –</b> Operating effectively, even when things are not certain or the way forward is not clear</p>	<ul style="list-style-type: none"> <li>• Deals comfortably with the uncertainty of change</li> <li>• Effectively handles risk</li> <li>• Can decide and act without total picture</li> <li>• Is calm and productive, even when things are up in the air</li> <li>• Deals constructively with problems that do not have clear solutions or outcomes</li> </ul>
<p><b>Plans and Aligns –</b> Planning and prioritising work to meet commitments aligned with organisational goals</p>	<ul style="list-style-type: none"> <li>• Sets objectives to align with broader organisational goals</li> <li>• Breaks down objectives into appropriate initiatives and actions</li> <li>• Stages activities with relevant milestones and schedules</li> <li>• Anticipates and adjusts effective contingency plans</li> </ul>
<p><b>Resourcefulness –</b> Securing and deploying resources effectively and efficiently</p>	<ul style="list-style-type: none"> <li>• Marshals resources (people, funding, material, support ) to get things done</li> <li>• Orchestrates multiple activities simultaneously to accomplish a goal</li> <li>• Gets the most out of limited resources</li> <li>• Applies knowledge of internal structures, processes, and culture to resourcing efforts</li> </ul>
<p><b>Organisational Savvy –</b> Manoeuvring comfortably through complex policy, process and people-related organisational dynamics</p>	<ul style="list-style-type: none"> <li>• Is sensitive to how people and organisations function</li> <li>• Anticipates land mines and plans approach accordingly</li> <li>• Deals comfortably with organisational politics</li> <li>• Knows who has power, respect, and influence</li> </ul>
<p><b>Balances Stakeholders –</b> Anticipating and balancing the needs of multiple stakeholders</p>	<ul style="list-style-type: none"> <li>• Understands internal and external stakeholders requirements, expectations, and needs</li> <li>• Balances the interests of multiple stakeholders</li> <li>• Considers cultural and ethical factors in the decision-making process</li> <li>• Acts fairly despite conflicting demands of stakeholders</li> </ul>
<p><b>Interpersonal Savvy –</b> Relating openly and comfortably with diverse groups of people</p>	<ul style="list-style-type: none"> <li>• Relates comfortable with people across levels, functions, culture, and geography</li> <li>• Acts with diplomacy and tact</li> <li>• Builds rapport in an open, friendly, and accepting way</li> <li>• Builds constructive relationships with people both similar and different to self</li> <li>• Picks up on interpersonal group dynamics</li> </ul>

## Key Tasks

- Manage New Southern Sky programme information using the Infohub and the collaborative NSS Dropbox site, also hosted on Infohub.
- Manage data packages onto and off this shared workspace.
- Prepare and manage all programme reporting data and analysis documentation required by Director New Southern Sky for NSS Governance Groups and Working Groups.
- Responsible for the management of the detailed day-to-day New Southern Sky programme schedule.
- Chair the monthly Project Control Team (PCT) meetings, receive, collate and analyse reports from external and internal project managers, and preparation of monthly summary reports to the Programme Management Group (PMG).
- Be accountable to Director New Southern Sky for the management and analysis of performance metrics data that will be used to inform the Minister of Transport on the delivery of programme benefits.
- Track, measure and report on New Southern Sky benefits delivery by applying and maintaining the benefits framework.
- Identify, monitor and assist in the management of New Southern Sky programme interdependencies.
- Maintain the New Southern Sky Risks Register and Issues Log.
- Assist with the delivery of New Southern Sky programme communications through the preparation and delivery of messages across various media, including the NSS website, CAA website, Twitter, LinkedIn, Vector magazine and other media. This will include maintenance and development of the New Southern Sky Communications Plan. This will be managed in conjunction with the CAA communications team member assigned to support the programme.
- Provide a positive influence to internal and external stakeholders, encouraging and facilitating mutually beneficial interaction across and between diverse units and organisations
- Carry out work and conduct interpersonal relationships in a way that supports CAA's commitment to the principles of EEO and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practice the organisations Health and Safety processes and initiatives.

## Outputs

- Provide considered leadership to the PCT, working collaboratively to support the PMG.
- Deliver a monthly PCT report to the PMG.
- Maintain the NSS Milestones chart.
- Maintain the NSS Risks & Issues Register.
- New Southern Sky data and information provided to internal and external contacts is accurate and delivered in a professional manner.
- Contributions to New Southern Sky reports are timely and accurate.
- All written correspondence is professional and concise and deadlines for correspondence are met.

- All communication releases assigned to the Programme Coordinator to manage follow the protocols necessary to safeguard the reputation of the CAA and NSS programme.
- Programme work is timely, informative and allows Director New Southern Sky to focus on his core function of stakeholder management and programme delivery.
- Ensure that Director New Southern Sky is supported consistently with accurate metrics, benefits, and up to date programme plan and risks and issues spreadsheets.
- Staff participation in and contribution to workplace Health and Wellbeing is achieved.

### **Outcomes**

- CAA's reputation is enhanced and the organisation is recognised by the Minister and stakeholders in the aviation system as providing highly competent leadership and management of New Southern Sky.
- The credibility and reputation of the NSS programme is sustained and enhanced as the last stage of the programme is rolled out seamlessly and successfully in accordance with the plan.
- The Authority is a safe workplace and meets legislative standards.

### **Delegated Authorities**

- This position holds no formal delegations under the delegations framework.

### **Person specification**

- Relevant experience (4-5 years) in a programme or major project support role including experience in document and report preparation, data entry and the use of electronic information management systems.
- Project planning, coordination and delivery experience, and specifically experience in helping to deliver a change management programme of significance.
- In this role, the coordinator will be expected to contribute strongly to analysis and problem solving, with the ability to logically and articulately present their findings to senior fora, including the New Southern Sky Working Group and at the Air Transport and Airworthiness Group meetings.
- The coordinator will be solely responsible for configuration control of the information required to support the programme, including PCT reports, the NSS Programme Plan, programme metrics, Risks Register and Issues Log and Benefits Register.
- Preference for an individual who has completed at least foundation level PRINCE2 and Managing Successful Programmes (MSP) courses.
- An aviation background is not required but would be an advantage.
- A thorough understanding of Benefits frameworks and management will be required.
- Knowledge of the NZ aviation system and its components would be advantageous.