



Position Description

Title	Senior Organisational Development Advisor
People and Partnerships	
Locations:	Auckland / Christchurch
Reports to:	Organisational Development Manager
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	September 2023

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, Each Other, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The People & Partnerships Group manages our people, customer and stakeholder relationships, communications, sustainability, and strategy. They ensure an integrated approach to managing internal and external relationships, promoting a customer-focused and engaged workplace culture. They oversee strategic customer and stakeholder relationships, communications, and the development of Airways Corporate Strategy, including sustainability.

The Group plays a critical role in supporting the business to achieve its objectives by providing high-quality internal service and advice that is proactive, innovative, and impactful.

Purpose of the Position

This is a key role in the OD team, to partner with the team to create and implement strategic OD initiatives and programmes, through an Employee Experience lens that align and enhance Airways strategic direction and achieve organisational goals. This roles focus is on enhancing the areas of leadership and organisational capability development, talent management and succession, and diversity, equity & inclusion and requires a senior and experienced OD practitioner to support the delivery of this programme of work.

General

Your general focus includes those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Leadership	<ul style="list-style-type: none"> ▶ Promote the vision and values of Airways both internally and externally. ▶ Promote the function and activities undertaken by the OD Team and the wider People Team. ▶ Lead by example and set the standard for professional behaviour and excellent work habits that support a positive, performance-based environment, the People Team brand and personal brand.
Organisational Development – <i>Leadership Development, Talent & Succession Management, DE&I</i>	<ul style="list-style-type: none"> ▶ Provide expertise, support and advice to leaders and line managers in organisational learning, leadership development, diversity, equity & inclusion and talent management. ▶ Lead the review and refresh our approach to Talent management and succession planning ▶ Support through your expertise, the refresh and build of our leadership development framework and programmes. ▶ Support through your expertise, the delivery of our DE&I programme of work, specifically in areas of Te Ao Māori, Ethnicity, Rainbow, Neurodiveristy and Women in workforce. ▶ Lead our Airways Leadership mentoring programme. ▶ Assist with the delivery of the Airways OD workplan ▶ Proactively apply best practice and new thinking in the OD space. ▶ Approach projects through an Employee Experience lens and approach
Stakeholder Management	<ul style="list-style-type: none"> ▶ Proactively connects with our internal customers to understand their needs. ▶ Develops and maintains a good level of connection and knowledge of our internal customers as well as their business priorities and strategies. ▶ Manages expectations and demonstrates total reliability in meeting customer promises. ▶ Manages relationships with suppliers and partners
Digital Champion	<ul style="list-style-type: none"> ▶ Is a digital champion and can provide advice, and expertise in the digital workplace bringing together a number of tools, products and ways of working to improve the way the wider People & Partnerships team

	communicate, collaborate, find, create and work with our information and each other. Comfortable to experiment, learn and try new tools and ways of working.
Self-Development	<ul style="list-style-type: none"> ▶ Walks the talk' through ongoing, proactive learning in pursuit of own development and growth. ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes. ▶ Well networked in the wider OD/ HR industry.
Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▶ Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business. ▶ Responsible for ensuring Airways security is maintained at all times. ▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training.
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.

Key Relationships / Customers	Nature of Relationship
Internal	
Organisational Development Manager	Reports to
Strategic HR Project lead Organisational Learning & Capability advisor	Work collaboratively with to deliver key projects
People & Partnerships Group	Work collaboratively with to deliver key projects
All Airways employees	Be visible and credible, deliver services to
External	
Suppliers & Contractors	Work collaboratively with

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary degree in Human Resources or Industrial/Organisational Psychology or equivalent experience in Human Resources or Organisational Development Consulting in New Zealand or internationally	✓	
Proven experience in an OD focused role (4 years minimum) with experience in leadership development and/or DE&I and/ or Talent management and succession planning solutions and delivery. Te Ao Māori and te reo Māori basic competency is desirable.	✓	
Proven track record of developing excellent relationships with a diverse range of people	✓	
Experience with Human centered design/ Employee Experience approach to people solutions		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Communication - Excellent written, verbal, and non-verbal communication skills and can adapt to the communication needs of others	✓	
Collaborative - Demonstrated interpersonal skills, collaborative behaviors and the ability to work with diverse teams and people.	✓	
Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with customers/partners; understands the customer's business and requirements; manages expectations and builds respect rather than seeking to be liked; measures performance against customer-based targets; delivers on promises to customers and personally commits to resolving customer issues; inspires a customer-centric approach across Airways.	✓	
Dealing with Pressure - Copes with complex problems calmly; maintains a good rapport with people in stressful situations; manages issues and problems as they arise; is calm even under difficult circumstances; takes time to think problems through	✓	
Enthuses & Inspires - Is enthusiastic about what they do; is driven and has energy and is prepared to do more; 'gets boots dirty and rolls up sleeves'; sets the scene by painting the whole picture, gives goals and is genuinely interested in how things are going by keeping people posted on performance; is calm in the face of negativity and doesn't back off.	✓	

<p>Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.</p>	<p>✓</p>	
<p>Problem Solving - Seeks out the data required; identifies discrepancies in data and is meticulous in generating hypotheses that incorporate all the symptoms; is tenacious when faced with difficult problems maintaining a systematic and logical approach; appreciates there are always a number of solutions to problems and thinks laterally to identify these.</p>	<p>✓</p>	
<p>Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, Each Other, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.</p>	<p>✓</p>	

Our values underpin everything we do



We are
safe

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for
excellence

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are
One Airways

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate
success

We recognise our people's achievements, big and small, and celebrate our successes