



Position Description

Title	Sustainability Advisor
People & Partnerships Group	
Locations:	Auckland or Christchurch
Reports to:	Sustainability Manager
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	May 2024

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, One Airways, 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 the Airways Corporate Strategy, including sustainability. The Group plays a critical role in supporting the business to achieve its objectives by providing high-quality services and advice that is proactive, innovative, and impactful.

Purpose of the Position

The Sustainability Advisor will support the Sustainability Manager in developing and implementing a new multi-year plan that will advance our sustainability aspirations and embed sustainability practices into the business.

A key part of the role is supporting Airways to adopt and work toward finding new, innovative, and beneficial ways to enhance sustainable performance (environmental, social, and economic).

The role will support and champion strategic initiatives that inspire our people, customers, and partners to make sustainable choices.

The role responsibilities include:

- Assisting with the establishment and then running of a GHG Inventory for Airways. To ensure GHG emission data is collected and stored accurately to successfully pass an external audit.
- Preparing internal reports from the GHG inventory.
- Obtaining updates and creating sustainability roadmap reports.
- Supporting sustainability initiatives throughout Airways including the sustainability roadmap and the future Emission Reduction Plan.
- Assisting with identifying and monitoring of Airways climate related disclosures.
- Supporting the wider Airways team as a sustainability expert, providing internal advice to the business on sustainability impacts and mitigations.
- Supporting the development of an external IR / GRI sustainability report.
- Responsible for organising and at times leading sustainability events, creation of run-sheets, ensuring events run smoothly and achieve their objectives.

General

Your general duties include 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	
GHG Inventory	<ul style="list-style-type: none"> ▶ Ensure GHG inventory data from within Airways and suppliers is recorded accurately. ▶ Ensure Airway's GHG emission data collection processes are robust and accurately recorded into ESP BraveGen. ▶ Be the GHG emission data and numbers specialist, measuring, analysing and reporting carbon emissions. ▶ Ensure GHG emission sources are routinely reviewed and updated so the Airways GHG inventory is accurate at all times. ▶ Ensuring data accuracy for Airways to successfully pass an annual external Toitū audit.
Sustainability at Airways	<ul style="list-style-type: none"> ▶ Provide input into and support the Sustainability Manager with the implementation of Airways' sustainability roadmap and helping to identify areas of improvement.

	<ul style="list-style-type: none"> ▶ Work to ensure Airways sustainability roadmap is widely socialised and adopted within the company. ▶ Customise projects to suit the business needs of Airways by turning ideas into effective and efficient initiatives or practices. ▶ Discuss practices and sustainability initiatives with key stakeholders based on analysis, reporting and feedback to get buy-in. ▶ Support current sustainability work along with new initiatives. ▶ Support project planning and delivery time frames, manage project risks accordingly, and escalate issues as required. ▶ Responsible for organising sustainability events, create run-sheets and ensure events successfully achieve their objectives. ▶ Set up and support sustainability training across Airways. ▶ Engage collaboratively with colleagues, stakeholders across the business, customers and vendors to communicate and promote Airways' sustainability to internal and external audiences.
<p>Communications and Internal Reports</p>	<ul style="list-style-type: none"> ▶ Inform and educate stakeholders about key changes with regards to sustainability and sustainability requirements in the business. ▶ Work with the Communications Team to create both internal and external sustainability stories. ▶ Collate sustainability roadmap progress updates from stakeholders across Airways, create internal reports on the sustainability roadmap progress. ▶ Support the creation of the annual IR / GRI report. ▶ Attend and record meeting minutes from sustainability meetings, including for the Emission Reduction Plan and Sustainability Roadmap.
<p>Self-Development</p>	<ul style="list-style-type: none"> ▶ Monitor own performance and seeks development opportunities to improve performance. ▶ Implement agreed development plans within agreed timeframes.
<p>Health & Safety</p>	<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.

	<ul style="list-style-type: none"> ▶ 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.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing a budget of \$ Nil
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for Capital Expenditure of \$ Nil ▶ Delegated financial authority for Operational Expenditure of \$ Nil
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$ NIL
Legislative Owner	<ul style="list-style-type: none"> ▶ NIL

Key Relationships / Customers	Nature of Relationship
Internal	
Sustainability Manager	Directly report to
People and Partnerships Group Management Team	Work collaboratively with
Air Traffic Services Group	Work collaboratively with
Technology Group	Work collaboratively with
Finance and Property Group	Work collaboratively with
Other Business Unit Managers	Work collaboratively with
External	
Suppliers	Work collaboratively with contacts who provide GHG inventory data
Toitū Envirocare	Key stakeholder and works collaboratively with including an annual external audit

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary degree in subjects such sustainability, environmental science, climate change, or alternatively relevant equivalent experience.	✓	

2 to 3 years sustainability experience	✓	
Understanding in core sustainability metrics, understanding GHG Inventory measurement and reporting frameworks.	✓	
A broad understanding of all aspects of sustainability.	✓	
Experience with ESP BraveGen software.		✓
IEMA Graduate or Practitioner membership or equivalent.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Excellent written, verbal, and strong communication skills as well as presenting skills and can adapt to the communication needs of others.	✓	
Well-developed skills at using Microsoft suite of products, with a focus on MS Word and Excel.	✓	
Copes with complex problems calmly; manages issues and problems as they arise and is calm even under difficult circumstances.	✓	
Is enthusiastic about what they do; is driven and has energy and is prepared to do more; and is calm in the face of negativity and does not back off.	✓	
Seeks out the data required; identifies discrepancies in data and is meticulous in identifying the cause of data errors.	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	

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