



Position Description

Title	Project Manager
Technology	
Locations:	Auckland
Reports to:	Manager Portfolio & Project Delivery and Flight Inspection
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	March 2025

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 purpose of Programme & Project Delivery is to provide workforce and capital programme planning, to successfully project manage the delivery of the capital programme, and to optimise the performance of the Technology Group.

Purpose of the Position

The purpose of this position is to ensure the professional delivery of Airways' projects and programmes, and the achievement of each programme's outcomes, ensuring each project is delivered within defined scope, time and budget constraints.

Responsibilities include managing:

- ▶ Projects, including project initiation, planning, execution, monitoring and controlling, and closure processes
- ▶ The effective management of scope, time, cost, quality issues, risks, people, communications and procurement as well as project reporting and the operational handover of the project

- ▶ The impact of the project(s) on diverse stakeholder groups including airlines, airport companies, regulatory authorities, military, general aviation, general public, and staff
- ▶ Multiple professional disciplines and consultants both internal and external to Airways.

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

Project Management	<ul style="list-style-type: none"> ▶ Manages projects in accordance with Airways' enterprise project management framework (EPMF). ▶ Ensures risks and issues are identified and communicated in a timely fashion and escalating those that cannot be avoided by the Project Manager to the appropriate project governance body. ▶ Works collaboratively across Airways to resolve issues and avoid risks to the project. ▶ Ensures appropriate change control processes are followed. ▶ Ensures the project delivers within scope, time and budget constraints. ▶ Ensures the project team and key stakeholders are kept informed across relevant project activities. ▶ Ensures effective operational hand-over of the project to Airways' operational teams.
Programme Management	<ul style="list-style-type: none"> ▶ Manages programmes of projects in accordance with Airways' project portfolio management framework. ▶ Works collaboratively across Airways to develop programmes in order to achieve Airways' objectives, resolving issues and avoiding/minimising risks to the programme. ▶ Oversees and provides direction and guidance to Project Managers of projects included in the programme. ▶ Identifies, rationalises, monitors and controls the interdependencies between projects. ▶ Deals with escalated issues among the projects that comprise the programme. ▶ Tracks the contribution of each project and non-project work to the consolidated programme benefits. ▶ Ensures Project Managers are kept informed across relevant programme activities.

Reporting & Communication	<ul style="list-style-type: none"> ▶ Responsible for regular formal reports to the Board, Executive Team, and Group Management Teams as required. ▶ Ensures an effective communication plan for each project is in place and is followed. ▶ Ensures all communications are clear and appropriate for the intended audience. ▶ Manages relationships with external stakeholders, consultants and contract resources. ▶ Liaises and builds relationships across the organisation.
Project Administration	<ul style="list-style-type: none"> ▶ Ensures meeting agendas, meeting minutes, key decisions and other project records are documented and filed appropriately. ▶ Ensures appropriate project documentation is maintained, and appropriate approvals are obtained.
Contribution to the Project Delivery Team	<ul style="list-style-type: none"> ▶ Contributes to the development and continuous improvement of Airways' project portfolio management framework. ▶ Provides assistance and cover to other project managers as and when required. ▶ Identifies training and development opportunities. ▶ Identifies tools and techniques to improve project delivery. ▶ Actively contributes to project and team meetings as appropriate.
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.
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 \$100,000. ▶ Delegated financial authority for Operational Expenditure of \$5,000.
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$100,000.

Legislative Owner	▶ NIL.
-------------------	--------

Key Relationships / Customers	Nature of Relationship
-------------------------------	------------------------

Internal

Manager Portfolio & Project Delivery	Reports to, works to and responsible to for all aspects of work
Project Sponsor	Accountable to for the delivery of the project
Project Control Group	Reports to for project progress and escalation of risks & issues
Airways Staff	Works collaboratively and communicates with. Manages project teams to deliver project activities
Project Team Members	Manages/leads through the project delivery process
Technology Managers and people	Works collaboratively and communicates with. Manages project teams to deliver project activities.

External

Airways Customers	Negotiates, collaborates and communicates with, represents the project on behalf of Airways
Government Agencies (CAA, MOT, etc.)	Negotiates, collaborates and communicates with, represents the project on behalf of Airways
Industry and Professional Organisations	Communicates with
Consultants / Contractors	Manage consultant and contractor time and deliverables as appropriate.

Formal Qualifications / Training / Experience	Required	Desirable
Postgraduate university degree or equivalent		✓
Undergraduate university degree (e.g. Engineering, Science, Commerce) or equivalent	✓	
PMP accreditation or similar professional project management qualification		✓

Minimum 10 years industry experience (e.g. Engineering, IT, Construction) with 5 years project management experience	✓	
Advanced knowledge and experience with the application of project management methodologies (PMBOK preferred)	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
Excellent leadership and interpersonal skills.	✓	
Demonstrated ability to communicate, challenge and champion people in the operational environment.	✓	
Demonstrated influencing and collaborative behaviours.	✓	
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.	✓	
Accountable - Decisions and is accountable; consults with people; accesses information and analyses facts from a broad viewpoint; balances the needs of stakeholder triangle; has confidence in decisions; identifies core principles and applies them consistently to decisions.	✓	
Commercial Acumen - Drives the commercial success of Airways by creating value, managing costs and/or defining sustainable profit-driven prices; proactively researches trends, competitors, customer requirements, opportunities; ensures internal customers are aware of costs; champions Airways as a thriving, successful and profitable business.	✓	
Communication - Communicates openly and honestly, explaining reasons in a prompt and timely way that people understand and find relevant to their position; is clear and concise, seeking to be understood; anticipates needs of audience and adapts style and communication methods using face to face for difficult issues; listens and seeks to understand others points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction.	✓	
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.	✓	

<p>Dealing with Pressure - Copes with complex problems calmly; maintains a good rapport with people in stressful situations; handles issues and problems as they arise; is calm even under difficult circumstances; takes time to think problems through.</p>	✓	
<p>Enthuses & Inspires - Is enthusiastic about what they do; has drive and 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>	✓	
<p>Leads Change - Builds and communicates the need for change; draws on people with previous experience or skills who can support the process; implements continuous improvement.</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.