



Position Description

Title	Senior Risk Management Specialist
Business Unit	
Locations:	Auckland or Christchurch
Reports to:	Risk Assurance Manager
Direct Reports:	None
Indirect Reports:	None
Date:	August 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 Safety and Assurance Group is responsible for enterprise-wide safety, assurance, and corporate improvement initiatives. This includes activities across operational and organisational safety, security, audit and assurance, business improvement, safety reporting and analysis, investigations, and governance of the Safety Management System.

The Risk Assurance team is responsible for providing independent and objective assurance that the organisation's risk management, audit, and internal control processes are operating effectively, including oversight of project safety.

Purpose of the Position

The Senior Risk Management Specialist is the primary point of contact for operational and strategic risk management across the Airways organisation, operating at a line 2 assurance level as part of the Three Lines of Defence model. The role supports the continuous improvement of the risk management framework and fosters a strong, risk-aware culture across the organisation by delivering expert guidance, assurance reviews, and targeted risk education. Acting as a critical part of the second line of defence, the role contributes to

Airways overall safety, performance, and regulatory integrity by promoting accountability in risk ownership.

This role will work closely with Senior leaders and key safety personnel across Airways, and will report to the Risk Assurance Manager.

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	
Risk methodology and frameworks	<ul style="list-style-type: none"> ▶ Supporting the development and delivery of risk management strategy across Airways. ▶ Support the strengthening of Airways Risk Management methodologies such as the Policy, framework and processes. ▶ Develop, implement, and oversee organisational wide risk reporting and competency frameworks.
Risk Assurance	<ul style="list-style-type: none"> ▶ Conduct risk assurance activities across Airways in accordance with S&A methodology. ▶ Provide second-line oversight of the organisation's risk management framework, ensuring effective identification, assessment, and monitoring of operational, safety, and strategic risks. ▶ Independently review Line 1 risk assessments and challenge assumptions, mitigation measures, and residual risk evaluations. ▶ Develop and execute a risk-based Line 2 assurance plan, prioritising areas of highest risk exposure. ▶ Perform thematic reviews and deep dives into specific risk domains.
Risk Reporting	<ul style="list-style-type: none"> ▶ Gather evidence of risk activities across Airways including trends, emerging risks, and key risk indicators and compile into applicable reports utilised by business units and management. ▶ Contribute to the risk reporting requirements set by the Board, Executive Leadership team or Committees, and ensure the timely submission of those reports. ▶ Monitor adherence to escalation protocols and ensure timely and appropriate escalation of material risks.

Continuous Improvement	<ul style="list-style-type: none"> ▶ Work closely with business stakeholders continuously improve risk recording and controls across the wider organisation. ▶ Provide recommendations to mature and continuously improve Airways risk management.
Education and Training	<ul style="list-style-type: none"> ▶ Deliver targeted Risk Management related training to business teams to ensure a cross section of the business is aware of the practical application of risk management or their risk oversight accountabilities. ▶ Design, develop, and maintain risk management training materials tailored to various levels of the organisation. ▶ Deliver interactive risk awareness training sessions, toolbox talks, and workshops focused on risk identification and assessment techniques, risk ownership and escalation, safety vs. enterprise risk integration, use of risk tools. ▶ Maintain and update a library of risk-related resources, including, guidance documents, eLearning modules, case studies of real incidents or risk events, FAQs or risk toolkits accessible to staff.
Relationship Management	<ul style="list-style-type: none"> ▶ Act as a trusted advisor to business units while maintaining appropriate independence to challenge risk decisions. ▶ Engage with senior stakeholders across Airways to ensure shared understanding of risk exposures and mitigation quality.
Self-Development	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
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 an <u>opex</u> budget of \$ NIL.
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for <u>capex business cases</u> \$ NIL. ▶ Delegated financial authority for <u>transactional expenditure</u> of \$TBC
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$ NIL. ▶ Please refer to Delegated Financial Authority Policy for further information.
Legislative Owner	<ul style="list-style-type: none"> ▶ NIL.
Safety Sensitive	<ul style="list-style-type: none"> ▶ No.

Key Relationships / Customers	Nature of Relationship
Internal	
Risk Assurance Manager	Reports to
Risk Assurance Team	Colleagues
General Manager Safety and Assurance	Key stakeholder
Executive and Senior Leaders	Key stakeholders
CEO & Board	Key stakeholders.

Formal Qualifications / Training / Experience	Required	Desirable
Relevant Tertiary qualification in a related business discipline such as Risk Management, Aviation Safety, Engineering, Business, Finance, Economics, or equivalent experience.	✓	
5+ years experience as a risk specialist or in a similar risk management or assurance related role.	✓	
Experience working in ICAO or aviation based safety management systems.		✓
Experience with training and upskilling others.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Demonstrated ability to understand and connect an organisation's critical business processes, and policies, with safety.	✓	
Strong working knowledge of risk and assurance frameworks.	✓	
A high level knowledge of risk management principles and the practical application of those principles.	✓	
Highly proficient in Microsoft applications including Word, Excel, PowerPoint, and Outlook.	✓	
Working knowledge of risk management software tools or supporting applications such as Rolls-Royce Safety Management System, InControl, Bow Tie, or Power BI.		✓
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.	✓	
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.	✓	
Quality Focused - Thoroughly checks own work against standards, designs or specifications; tests in detail all functionality before releasing systems; uses knowledge of the whole system to test all potential impacts and to verify final outcome; designs or uses tests which checks changes made.	✓	

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.