



## Position Description

Title	Senior Executive Assistant
<b>Corporate Services</b>	
Locations:	Auckland
Reports to:	Chief Financial Officer
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	October 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](http://www.airways.co.nz/about).

### Business Unit Purpose

Responsible for financial management, legal, property, investment and governance functions ensuring effective stewardship of the business and efficient allocation of resource to deliver outcomes established in the business plan. The business unit is made up of:

- ▶ Financial strategy, business planning and budgeting
- ▶ Financial management, accounting, reporting and payroll
- ▶ Treasury
- ▶ Legal, company secretary and insurance
- ▶ Enterprise project management
- ▶ Commercial Procurement & Property
- ▶ Financial systems.

### Purpose of the Position

To provide executive assistant support to the Chief Financial Officer (CFO). The role ensures office administrative functions are efficient, cost effective and aligned to customer expectations. The role will drive continuous improvement in office management functions

ensuring administrative processes are fit-for-purpose and resources are effective while supporting diary management, travel requests, invoicing and administrative support.

You will play a critical role in helping Airways deliver robust governance processes and compliance oversight by supporting the effective functioning of the Airways Board and Committees. You will provide a variety of governance administrative support tasks to the CFO, and Company Secretary in relation to Board and Committee meetings.

## 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	
Executive Support	<ul style="list-style-type: none"> <li>▶ Provide professional executive support while juggling multiple tasks and competing priorities.</li> <li>▶ Proactively schedule workload including diary management to meet work requirements and optimise time management.</li> <li>▶ Oversee Travel booking and management for the SLT.</li> <li>▶ Be the team support and subject matter expert for document management and key office tools (MS365, Sharepoint)</li> <li>▶ Action purchase orders and processing of expenses using the accounting system.</li> <li>▶ When required, document minutes and actions from meetings.</li> <li>▶ Support with general finance, corporate administration including approvals, induction processes, and supplier set-up.</li> </ul>
Governance support	<ul style="list-style-type: none"> <li>▶ Provide administrative and secretariat skills, including:               <ul style="list-style-type: none"> <li>- prepare Committee meeting agendas, supporting documents and minute templates, including informing Executive Assistants of deadlines and progress;</li> <li>- finalise Committee and Board minutes and maintain accurate records in, accordance with the Companies Act, of all minutes, resolutions and other documents;</li> <li>- assist in preparation of Committee workplans;</li> <li>- update Board and Committee action tables in accordance with minutes and ensure that these are entered onto the following relevant meeting's agenda;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- manage the intake of Committee and Board papers and then upload to Sharepoint/ Diligent;</li> <li>- assist with the preparation of the Annual Report or Board reporting as required;</li> <li>- maintain schedules, registers, resources, Diligent Resource Centre, and SharePoint content to keep everything running efficiently;</li> <li>- perform any other duties as reasonably requested by the CFO or Company Secretary</li> <li>- Act as 'back up' to the EA to the CEO on board administration.</li> </ul>
Team Support	<ul style="list-style-type: none"> <li>▶ Support the Executive and Senior Leadership team with projects such as event management, processing expense claims, travel booking and management, morning tea celebrations and annual conferences</li> <li>▶ Coordinate and support the Executive Assistant (EA) network.</li> <li>▶ Action purchase orders and processing of invoices and expenses using the accounting system.</li> </ul>
Select Committee Porcess	<ul style="list-style-type: none"> <li>▶ Manage the Select Committee questions Database</li> <li>▶ Issue and collate the annual Select Committee questions and responses.</li> <li>▶ Following CFO and CEO review, formulate and submit formal response document to Treasury.</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>▶ Act as a conduit between our external insurance brokers and internal stakeholders requiring clarification on insurance.</li> <li>▶ Lead the renewals process by collecting and collating information from across the business to support renewal negotiations with our external insurance brokers.</li> <li>▶ Support the legal team's interactions with internal stakeholders in ensuring we have appropriate insurance cover.</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>▶ Monitors own performance and seeks development opportunities to improve performance.</li> <li>▶ Implements agreed development plans within agreed timeframes.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do.</li> <li>▶ Responsible for operating role in a safe manner and striving for continuous improvement in health &amp; safety throughout the business.</li> <li>▶ Responsible for ensuring Airways security is maintained at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health &amp; safety training.</li> </ul>
Travel Requirement	<ul style="list-style-type: none"> <li>Work may be required in other locations within NZ/internationally to perform the duties of the role.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Responsible for managing an <u>opex</u> budget of \$NIL</li> </ul>
Financial Delegation	<ul style="list-style-type: none"> <li>Delegated financial authority for <u>capex business cases</u> \$NIL</li> <li>Delegated financial authority for <u>transactional expenditure</u> of \$NIL</li> </ul>
Contractual Delegation	<ul style="list-style-type: none"> <li>Signing Authority to a limit of \$NIL</li> <li>Please refer to <a href="#">Delegated Financial Authority Policy</a> for further information.</li> </ul>
Legislative Owner	<ul style="list-style-type: none"> <li>NIL</li> </ul>
Safety Sensitive	<ul style="list-style-type: none"> <li>NO</li> </ul>

Key Relationships / Customers	Nature of Relationship
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## Internal

CFO	Reports to
Corporate Services team Senior Leadership team	Key stakeholders, work collaboratively with to support
ELT, Board and Airways managers and employees	Key stakeholders, work collaboratively with and support
Airways employees	Key stakeholders, work collaboratively with and support

## External

Customers, government stakeholders, and external aviation authorities	Key stakeholders and customers
Suppliers	Work collaboratively with for delivery of projects or events

Formal Qualifications / Training / Experience	Required	Desirable
Tertiary qualification - Bachelor's degree or equivalent experience gained on the job.	✓	

High level experience in electronic document management systems and skills in Microsoft Excel, Word, Outlook and PowerPoint. Also experience with SharePoint and Office 365	✓	
Proven track record providing support at an executive level with exceptional written and verbal communication.	✓	
Experience in relationship management, prioritising multiple urgent work requirements, considering 'big picture' implications, accepts responsibility	✓	
Experience within aviation, engineering or other technology-based industries is preferred but not essential.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Demonstrated interpersonal skills and high EQ, along with influencing with the ability to work with diverse teams and people. Culturally sensitive, considerate and confident when dealing with others.	✓	
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.	✓	

Key Behaviours – Leading Self			Required
Put Our People First	Lead and Engage Authentically	<b>Coaches and develops others:</b> Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others  <b>Fosters trust, safety, and inclusion:</b> Treats others with respect and values diverse perspectives  <b>Celebrates the success and achievements of others:</b> Congratulates peers on their success	✓
Serve all Airspace users	Safety Focused Thinking	<b>Operates with a safety-led mindset:</b> Takes personal accountability for the safety of themselves and those around them, and proposes new ideas to improve safety  <b>Applies a customer-centric lens:</b> Understands the needs of relevant customers and stakeholders	✓

Key Behaviours – Leading Self			Required
Unlock Future Growth	Innovation & Results Driven	<p><b>Focuses on growth, financial performance, and drives innovation:</b> Focuses on growth and financial impacts and looks for innovative solutions</p> <p><b>Considers future needs when making decisions:</b> Understands future objectives and needs</p> <p><b>Strives for excellence in performance:</b> Completes day to day tasks at a high quality</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p><b>Promotes sustainability and champions sustainable practices:</b> Champions Airways commitment to sustainability</p> <p><b>Embeds and improves sustainable practices:</b> Adopts sustainable practices and proposes ideas for incorporating sustainability into existing processes</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.