



Position Description

Title	Senior Legal Counsel
Legal and Audit Group	
Location:	Auckland
Reports to:	General Counsel & Company Secretary
Direct Reports:	Nil
Date:	April 2026

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 Legal and Audit Group provides enterprise-wide governance, legal stewardship, and independent assurance to uphold Airways' organisational integrity, transparency, and accountability. The Group ensures legal compliance, strengthens corporate governance, and delivers independent audit oversight consistent with the Three Lines model. It supports the Board, CEO and Executive Leadership Team with expert legal advice and audit services that safeguard Airways' interests, reduce organisational risk, and enable informed, high-quality decision-making.

Purpose of the Position

The Senior Legal Counsel engages directly with stakeholders across the business providing legal advice, contract support and training on a broad range of matters to drive the company's strategy and manage its legal risk.

The Senior Legal Counsel supports both the air navigation business activities, and the international focused business activities which include a broad range of contracting.

As a state-owned enterprise, Airways operates within a public sector framework, as well as the highly regulated aviation sector. The Legal team is key to delivering Airways' strategy of safe skies today and tomorrow within this complex setting. The team operates on a centralised

pooled resource basis, which means the work is varied and challenging. It's a supportive and collaborative team and we pride ourselves on being a great place to learn and grow.

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	
Leadership	<ul style="list-style-type: none"> ▶ Coach and mentor junior team members to support their development in order to achieve business unit, group and organisational goals. ▶ Be a role model for our shared values. ▶ Act as a senior subject matter expert in areas of expertise to support excellence in service delivery. ▶ Be a key contributor of thought leadership and ensure you stay abreast of legal and business innovations and developments.
Legal	<ul style="list-style-type: none"> ▶ Engage collaboratively with colleagues in the legal and audit team to actively contribute to the Group strategy and objectives. ▶ Support our risk management programme (including understanding and supporting our insurance regime requirements). ▶ Proactively understand and monitor the legal implications of our activities and identify and limit our exposure. ▶ Actively manage our obligations as a public sector organisation in public sector statutory framework. ▶ Support the management of our Intellectual Property portfolio. ▶ Champion our legal systems and processes which include automation and our future state of a modern and agile legal function.
Regulatory	<ul style="list-style-type: none"> ▶ Actively manage our obligations as a public sector organisation in the public sector statutory framework. ▶ Together with the General Counsel & Company Secretary, advocate for Airways' interest on law reform and regulatory matters.
Relationship Management	<ul style="list-style-type: none"> ▶ Partner with stakeholders across the business to drive company strategy and manage risk, primarily through providing fit for purpose and pragmatic contract support, advice and training. ▶ Work collaboratively with our external legal providers to ensure trusted partnerships.
Continuous Improvement, Reporting & Project Management	<ul style="list-style-type: none"> ▶ Ensure continuous improvement in legal services through actively reviewing processes, relevance and value add to the business as well as ensuring accurate maintenance of systems and processes.

	<ul style="list-style-type: none"> ▶ Provide and review information that supports understanding of key trends and issues as and when required to assist the business with decision making. ▶ Provide accurate ad hoc reports as required to support business decision making. ▶ Contribute as a team member for nominated projects within the business. ▶ Lead projects as required. ▶ Any other work related task as may be required from time to time in line with your skills/experience.
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 pro-actively ensuring that the priorities of safety, and the principles adopted to secure it, are made explicit to all staff and contractors. ▶ Accountable for providing a safe work environment and implementing Airways health & safety systems for all staff and contractors. ▶ Accountable for creating a culture that promotes health & safety Responsible for ensuring staff and contractors understand their health & safety obligations including obligations to keep Airways secure. ▶ Responsible for driving continuous improvement in all aspects of health & safety and ensuring any current or new work practices are assessed for potential safety impact and they deliver on safety excellence.
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.
Safety Sensitive	<ul style="list-style-type: none"> ▶ No.

Key Relationships / Customers	Nature of Relationship
Internal	
General Counsel & Company Secretary	Reports to
Legal and Audit Team	Work collaboratively with and support. Learn and grow together as a team.
Wider Finance Team	Work collaboratively with and supports
Airways Executive Team	Key stakeholders as functional leaders
Airways managers and organisational leaders	Work collaboratively to manage business risks, drive strategy and provide pragmatic timely advice.
Airways people	Work collaboratively to manage business risks, drive strategy and provide pragmatic timely advice.
External	
External customers and suppliers	Work collaboratively and supports.

Formal Qualifications / Training / Experience	Required	Desirable
LLB, admission to High Court of New Zealand and minimum 10 years PQE.	✓	
Knowledge and experience in the following areas: <ul style="list-style-type: none"> • Contracting (ideally including licensing, SaaS and other ITP contracts). • Demonstrable experience of providing pragmatic, commercial advice to meet business needs and manage business risks. • Stakeholder Relationship Management and business partnering gained through in-house experience. • Negotiation. • Legal Analysis and Advisory work, particularly in statutory and/or regulatory frameworks. 	✓	
Commercial law experience required.	✓	
Knowledge of public sector frameworks including the State-Owned Enterprises Act, Official Information Act, Public Finance Act etc.		✓
Knowledge of the Aviation Sector.		✓
Knowledge and experience with Company Secretary obligations.		✓

Experience in working in a complex environment of medium to large size, preferably in an SOE or commercial environment.	✓	
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Key Competencies / Skills / Knowledge	Required	Desirable
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.	✓	
Leadership - Motivates and empowers others to achieve individual and organisational goals.	✓	
Coaches - Understands and identifies development needs; provides regular feedback on behaviour and style as well as technical skills; jointly creates action plans which utilises a range of development options; coordinates development initiatives to consolidate learning giving real opportunities through delegation.	✓	
Customer & Partnership Focused: Builds long-term, sustainable relationships with customers/partner. Understands the customer's business and requirements. Manages expectations and builds respect. Measures performance against customer-based targets. Delivers on promises to customers and personally commits to resolving customer issues. Inspires a customer-centric approach.	✓	
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.	✓	
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.	✓	
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	✓	

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language; is relentless on what is important, demonstrating enthusiasm and conviction.		
Owens Decisions: Consults with people, accesses information and analyses facts; considers impacts on Stakeholders triangle; has confidence in, and owns the decisions; is consistent in their decision making.	✓	
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 and opportunities; ensures internal customers are aware of costs; champions Airways as a thriving, successful and profitable business.	✓	

Key Behaviours – Leading Self			Required
Put Our People First	Lead and Engage Authentically	<p>Coaches and develops others: Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others</p> <p>Fosters trust, safety, and inclusion: Treats others with respect and values diverse perspectives</p> <p>Celebrates the success and achievements of others: Congratulates peers on their success</p>	✓
Serve all Airspace users	Safety Focused Thinking	<p>Operates with a safety-led mindset: Takes personal accountability for the safety of themselves and those around them, and proposes new ideas to improve safety</p> <p>Applies a customer-centric lens: Understands the needs of relevant customers and stakeholders</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p>Focuses on growth, financial performance, and drives innovation: Focuses on growth and financial impacts and looks for innovative solutions</p> <p>Considers future needs when making decisions: Understands future objectives and needs</p> <p>Strives for excellence in performance: Completes day to day tasks at a high quality</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p>Promotes sustainability and champions sustainable practices: Champions Airways commitment to sustainability</p> <p>Embeds and improves sustainable practices: 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