



Position Description

Title	Senior Auditor
Legal and Audit	
Locations:	Auckland/Christchurch
Reports to:	Audit Manager
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	March 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 Auditor is responsible for delivering high-quality audit and assurance activities that support strong governance, effective risk management and continuous improvement across Airways. The position leads and contributes to the planning, execution and reporting of audits within the Group Audit & Assurance Programme.

The role exercises sound professional judgement to evaluate internal controls, assess compliance with policies, procedures and regulatory requirements, and identify opportunities to strengthen organisational performance. The Senior Auditor is accountable for shaping audit scopes, managing assigned audit engagements, developing clear and actionable recommendations, and preparing high-quality audit reports for management.

The Senior Auditor also contributes to the enhancement of audit methodologies, supports consistency of assurance practices, and provides insights that help the organisation anticipate and respond to emerging risks.

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

Audit Delivery

- ▶ Oversee and contribute to the development, implementation and continuous improvement of audit controls and assurance practices, supporting the Audit Manager to maintain robust, fit-for-purpose audit frameworks.
- ▶ Plan, lead and deliver assigned audits to agreed scope, timeframe, resources and budget, exercising professional judgement to manage risks, resolve issues, and adjust audit approaches where required.
- ▶ Maintain accountability for the integrity, accuracy and effective use of the Audit Management system, ensuring audit documentation, action tracking and reporting meet governance and quality standards.
- ▶ Determine root causes and conduct trend and thematic analysis of audit findings, identifying systemic and emerging issues and recommending actions to reduce recurring and/or significant risks.
- ▶ Prepare, review and contribute to high-quality audit reporting and insights for senior management, Executive and Board forums, supporting the Audit Manager in meeting governance and assurance obligations.
- ▶ Contribute to the continuous improvement of the Airways Safety Management System (SMS) as it relates to audit and assurance, including action management, assurance alignment, and strengthening audit-related SMS processes.

<p>Relationships and Stakeholder Management</p>	<ul style="list-style-type: none"> ▶ Establish and develop relationships with senior people and peers. ▶ Develop relationships with external stakeholders. ▶ Support Audit Manager to ensure successful implementation of the Audit programme and other initiatives across the team. ▶ Ensure a holistic approach is taken to the business unit function and services. ▶ Understand all stakeholders and the interrelationships to the Audit team function. ▶ Implement the continuous improvement culture. ▶ Implement the feedback process for the audit program. ▶ Ensure education and awareness for stakeholders including carrying out presentations/workshops for staff outside Legal and Audit team.
<p>Knowledge Management</p>	<ul style="list-style-type: none"> ▶ Keep up to date with Industry and audit specific news and share with the team. ▶ Suggest improvements for automation, file management and knowledge management.
<p>Self-Development</p>	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements 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. ▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training.
<p>Travel Requirement</p>	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
<p>Budget</p>	<ul style="list-style-type: none"> ▶ Responsible for managing an <u>opex</u> budget of \$NIL
<p>Financial Delegation</p>	<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 \$NIL

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	▶ NIL
Safety Sensitive	▶ NO

Key Relationships / Customers	Nature of Relationship
Internal	
Audit Manager	Reports to
Legal and Audit team	Key stakeholders and colleagues – work collaboratively with and support
Safety and Assurance team	Peer relationship, critical for Audit programme
Programme and Project Managers	Works with to support delivery of project safety
External	
CAA, Airlines, Airports and other statutory bodies	Work collaboratively and support, liaison duties as required
Vendors and Customers	Work collaboratively and support
External agencies, aviation service providers, government agencies	Work collaboratively with Customer Management or Senior Leadership to engage with as required

Formal Qualifications / Training / Experience	Required	Desirable
Degree in Commerce, Audit or Business Management or equivalent vocational qualifications and experience in an organisation of similar size and complexity to Airways	✓	
Proven 3-5 years' experience in auditing (internal and/or external)	✓	
Qualification/certification – CISA/CIA		✓
Good working knowledge of Microsoft product suite	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
<p>Auditing skills:</p> <ul style="list-style-type: none"> ▶ Questioning and listening techniques ▶ The ability to get to the root cause of issues ▶ Auditing to scope ▶ Adequate coverage of standards, legislation or regulation ▶ Compliance with the audit processes and integrity of file structure ▶ Compliance with the IIA Code of Ethics <p>Build specialist knowledge (particular standards, parts of the business, tools, GCC, industry focus or auditing techniques).</p>	✓	
Experience of Risk Management		✓
Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.	✓	
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	<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>	✓

Key Behaviours – Leading Self			Required
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.