



## Position Description

| Title                          | Remuneration and People Insights Advisor         |
|--------------------------------|--------------------------------------------------|
| <b>People and Partnerships</b> |                                                  |
| Locations:                     | Auckland or Christchurch                         |
| Reports to:                    | Manager Remuneration, HR Systems and People Data |
| Direct Reports:                | 0                                                |
| Indirect Reports:              | 0                                                |
| 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](http://www.airways.co.nz/about).

### Business Unit Purpose

The People & Partnerships (P&P) Group manages our people, customer and stakeholder relationships, communications, sustainability, and strategy. They ensure an integrated approach to managing internal and external relationships, promoting a customer-focused and engaged workplace culture. They oversee strategic customer and stakeholder relationships, communications, and the development of Airways Corporate Strategy, including sustainability.

The Group plays a critical role in supporting the business to achieve its objectives by providing high-quality internal service and advice that is proactive, innovative, and impactful.

The Remuneration, HR Systems and People Data Team, within the P&P Group, exists to design, manage and continuously enhance the policies, frameworks, systems and insights that enable Airways to attract, retain and reward our people effectively. We do this by ensuring our remuneration structures are equitable and market aligned, our people systems are reliable and optimised, and our workforce insights are accurate and actionable.

In doing this, we enable confident, data-informed people decisions, enhance the employee experience, and ensure Airways' remuneration approach effectively supports the delivery of its strategic outcomes.

## Purpose of the Position

The role provides trusted advice across remuneration, people systems, performance, and workforce insights to support confident, data-informed people decisions.

The role is accountable for:

- Leading remuneration analysis, governance, and review processes
- Delivering high-quality people data analytics, dashboards, insights, and reporting
- Supporting decision-making through accurate, timely, and well-governed insights
- Optimising people systems and performance-related processes.

The role provides robust remuneration advice and oversees related processes, including the annual remuneration review. It supports performance-related processes, including leading system integration for the performance cycle.

It provides high-quality people data, analytics and insights, and supports the optimisation and implementation of people systems that enhance the employee experience and strengthen people-related decision-making across the business.

## 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"><li>▶ Be a role model for our shared values.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Remuneration Analysis, Advice and Governance | <ul style="list-style-type: none"><li>▶ Provide timely, accurate and insightful remuneration advice to key stakeholders, aligning recommendations with the Airways' Remuneration Policy and reward principles.</li><li>▶ Undertake remuneration modelling, data collection, analysis, and benchmarking to support business decision-making.</li><li>▶ Maintain salary bands, job sizing outcomes, and market positioning using approved methodologies.</li><li>▶ Support the development, implementation and ongoing maintenance of Airways' Remuneration Policy.</li><li>▶ Build and manage effective relationships with external remuneration consultants and survey providers.</li></ul> |

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|                                    | <ul style="list-style-type: none"> <li>▶ Contribute to external remuneration surveys, analyse market trends, and provide guidance on remuneration positioning to inform business decisions.</li> <li>▶ Maintain documentation and guidelines that support the consistent application of remuneration policies, frameworks and processes across the organisation.</li> <li>▶ Lead reporting to monitor compliance with remuneration framework, policies and processes, including response to audits, select committee and other requests.</li> <li>▶ Ensure remuneration and benefits policies and offerings are current, and recommend updates or improvements where required to maintain consistency, compliance and clarity.</li> <li>▶ Monitor and communicate changes in remuneration and benefits-related legislation and practice, identifying and reporting any impacts or risks for Airways.</li> </ul> |
| Remuneration Processes             | <ul style="list-style-type: none"> <li>▶ Lead the delivery of the annual remuneration review process, developing annual proposals and recommendations and taking responsibility for coordinating key activities and managing the process.</li> <li>▶ Ensure the integrity and accuracy of all data, modelling and insights used in the remuneration review, proactively identifying risks and recommending improvements.</li> <li>▶ Coordinate with Finance and Payroll to prepare review outcome reports for the Executive and Board, ensuring insights clearly demonstrate adherence to remuneration and performance principles.</li> </ul>                                                                                                                                                                                                                                                                   |
| People Data Analytics and Insights | <ul style="list-style-type: none"> <li>▶ Support of the Airways Leadership and Performance Frameworks with associated metrics and performance measures.</li> <li>▶ Deliver high-quality workforce reporting, dashboards, and insights using HRIS and other data sources.</li> <li>▶ Lead data quality activities, including audits, data cleansing, integrity checks and continuous improvement initiatives, ensuring people data is accurate, reliable and insight-ready.</li> <li>▶ Partner with stakeholders to understand business needs, identify opportunities to enhance people analytics, and provide insights that support effective decision-making.</li> <li>▶ Support the development of people-related metrics used to assess and inform organisational performance.</li> </ul>                                                                                                                    |

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|                                               | <ul style="list-style-type: none"> <li>▶ Lead the automation and enhancement of reporting and analytics to improve accessibility and efficiency.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| People Systems                                | <ul style="list-style-type: none"> <li>▶ Contribute to strategic people systems projects and initiatives, including system reviews, optimisation activities and any future HRIS implementation.</li> <li>▶ Contribute to the development of system standards, workflows and documentation to ensure consistent and sustainable people systems practices.</li> <li>▶ Support the development, configuration, and continuous improvement of People Team systems, ensuring they meet business needs and deliver an efficient, user-friendly experience.</li> <li>▶ Work with stakeholders to gather feedback on system effectiveness and identify opportunities to enhance usability, efficiency and data quality.</li> <li>▶ Provide guidance, troubleshooting support and system-related advice to managers and People Team colleagues, helping them get the best value from people systems.</li> <li>▶ Ensure system configuration, processes and data standards remain aligned, consistent and well-governed.</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<br>(keep for all other roles) | <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> <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>▶ Not responsible for managing an <u>opex</u> budget (i.e. 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| 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      | ▶ NIL.                                                                                                                                                                                           |
| Safety Sensitive       | ▶ NO.                                                                                                                                                                                            |

| Key Relationships / Customers                     | Nature of Relationship                                          |
|---------------------------------------------------|-----------------------------------------------------------------|
| <b>Internal</b>                                   |                                                                 |
| Remuneration & People Data Manager                | Manager                                                         |
| People Team                                       | Work collaboratively with to deliver key projects and processes |
| Airways Executive                                 | Key stakeholders and customers                                  |
| Payroll                                           | Key stakeholders and customers                                  |
| Internal Customers/all Airways managers and staff | Key stakeholders and customers.                                 |
| <b>External</b>                                   |                                                                 |
| External suppliers                                | Key stakeholders.                                               |

| Formal Qualifications / Training / Experience                                                                                                       | Required | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
| Relevant Tertiary degree in HR, Data Analysis or Reporting.                                                                                         |          | ✓         |
| 2+ years' experience in a relevant position..                                                                                                       | ✓        |           |
| Intermediate to advanced HR or Business Analyst experience, including data modelling and analysis, business process development and implementation. |          | ✓         |
| Experience with dashboards and data visualisation tools (e.g., Power BI).                                                                           |          | ✓         |
| Previous experience implementing or managing a complex HRIS system.                                                                                 |          | ✓         |
| Experience working in a large complex organisation, with multiple collective agreements.                                                            |          | ✓         |

| Key Competencies / Skills / Knowledge                                                                                                                                                                                                                                                                                                                               | Required | Desirable |
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| Understanding of job evaluation techniques, preferably Korn Ferry.                                                                                                                                                                                                                                                                                                  |          | ✓         |
| Technically literate (SharePoint, Office 365) and an experienced user of related Excel.                                                                                                                                                                                                                                                                             | ✓        |           |
| Excellent written, verbal and non-verbal communication skills and has the ability to adapt to the communication needs of others, including writing, graphs, diagrams and verbal presentations.                                                                                                                                                                      | ✓        |           |
| Stakeholder Engagement & Advisory Skills, facilitating partnering, providing advice, interpreting insights and influencing decisions.                                                                                                                                                                                                                               | ✓        |           |
| 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.                                                                                                              | ✓        |           |
| Problem Solving - Seeks out the data required; identifies discrepancies in data and is meticulous in generating hypotheses that incorporate all the symptoms; is tenacious when faced with difficult problems maintaining a systematic and logical approach; appreciates there are always a number of solutions to problems and thinks laterally to identify these. | ✓        |           |
| Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.                                                          | ✓        |           |
| 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 check changes made.                                                                | ✓        |           |
| 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><b>Coaches and develops others:</b> Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others</p> <p><b>Fosters trust, safety, and inclusion:</b> Treats others with respect and values diverse perspectives</p> <p><b>Celebrates the success and achievements of others:</b> Congratulates peers on their success</p> | ✓        |
| Serve all Airspace users      | Safety Focused Thinking       | <p><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</p> <p><b>Applies a customer-centric lens:</b> Understands the needs of relevant customers and stakeholders</p>                                                                              | ✓        |
| 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