

POSITION TITLE:	Chief Executive (CE)
LOCATION	Wellington
KEY PURPOSE	To provide overall leadership to Aviation NZ, and be responsible for delivering the vision, purpose, and enabling the values through the agreed strategic plan.
REPORTING:	Reports to the President of the Aviation NZ Council, has 2-3 direct reports and works with the Chairs of the 6 divisional committees.
NATURE & SCOPE:	<p>Aviation NZ is the key industry organisation for the commercial aviation industry. It has 6 divisions and around 300 members, mostly in New Zealand, that collectively own the association.</p> <p>Aviation NZ represents its members interest in regulatory matters, advances professionalism in aviation safety and is the voice of the commercial General Aviation industry. It undertakes work, with membership consultation and advocacy, to improve the way in which members can do business.</p> <ul style="list-style-type: none"> • The CE will foster and lead a small team that enables its members to succeed economically. • The CE will be responsible for all aspects of strategy development and execution, working within the Delegation of Authority established by the Council. • The CE will have a critical role in championing the culture and brand of Aviation NZ.
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> • Council members • Divisional Executive Committees • Life members • Members • Politicians • Government agencies • Industry influencers • Professional Service providers
QUALIFICATIONS	<p>The ideal person for the CEO role will have:</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • University degree and/or Professional Qualification in a relevant discipline. <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Experience in a Senior Executive role • Experience in the aviation industry or other regulated industries <p><u>Desirable Experience</u></p> <ul style="list-style-type: none"> • Experience with Industry Associations/Board dynamics/operations <p>Must be a New Zealand citizen or permanent resident.</p>

Position description – Chief Executive, Aviation New Zealand

KEY ATTRIBUTES & REQUIREMENTS:	<p>The ideal person will have the following attributes:</p> <ul style="list-style-type: none"> ● Proven leadership ability and be able to lead, motivate, influence and encourage. ● Work well with people, demonstrating excellent interpersonal and open communication skills. ● Can plan ahead and be efficient in managing and prioritising a busy workload while maintaining good attention to detail. ● Able to take a long term or strategic view, is decisive, a critical thinker, innovative with excellent problem-solving skills. ● Show a high standard of personal integrity, an appreciation of risks while maintaining high levels of commercial confidentiality. ● Able to appreciate and understand the value of a strong organisation culture and will be able to live by and promote its values. ● Be highly motivated by and have a history of achievement. ● Relish the challenge of, and opportunity for, seeking excellence by leading change. ● Be excited about being a key player in the future of a growing national and international industry. ● Be able to delegate effectively to build trust and empower the team to work collaboratively.
PRIMARY RESPONSIBILITIES	Key actions
1.0 LEADERSHIP	<p>1.1 Champion excellent leadership, lead the business to deliver agreed goals as per the strategic plan and ensure annual business plans are developed and implemented.</p> <p>1.2 Have leadership skills that empower and develop team members while influencing those in political parties and agencies that can determine how the General Aviation industry grows and succeeds.</p> <p>1.3 Grow the capability, confidence and competence of the team through whatever means are appropriate.</p> <p>1.4 Demonstrate high cooperation and collaboration to improve the credibility of Aviation NZ and help it achieve quality outcomes for members.</p> <p>1.5 Provide aviation industry leadership as appropriate.</p> <p>1.6 Hold direct reports accountable for the delivery of results in line with the strategic plan and business plan.</p>
2.0 STRATEGY	<p>2.1 Strategic thinking with a track record for driving innovation and thought leadership.</p> <p>2.2 Develop and execute the strategic plan as agreed by the Council.</p> <p>2.3 Ensure resourcing is adequate across the business to achieve delivery goals and meet governance requirements.</p> <p>2.4 Ensure compliance with relevant legislation and maintain the highest ethical standards in all business transactions.</p> <p>2.5 Develop long-range growth initiatives and plans and implement strategies to achieve growth objectives.</p>

PRIMARY RESPONSIBILITIES	Key actions
3.0 BUSINESS GROWTH	<p>3.1 Secure new members and new revenue streams consistent with the overall strategy to sustainably 'grow the business'.</p> <p>3.2 Build and maintain relationships with members, government agencies and stakeholders that enhance the business.</p>
4.0 COMMUNICATION & REPORTING	<p>4.1 Show communication skills, with advanced networking and relationship building skills.</p> <p>4.2 Establish and maintain effective communication channels with the Council, Stakeholders, members, prospective members, government agencies and other stakeholders.</p> <p>4.3 Maintain and enhance Aviation NZ's reputation, brand and image in a professional way.</p> <p>4.4 Meet all reporting requirements to members and stakeholders.</p>
5.0 COLLABORATE	<p>5.1 Provide business with knowledge and experience to enhance operations.</p> <p>5.2 Uphold the organisation's values and actively contribute to its culture.</p> <p>5.3 Create cross functional teams and activities as appropriate.</p> <p>5.4 Develop relationships with parliamentarians and government officials who can influence decisions in the aviation sector</p> <p>5.5 Champion and model collaborative behaviour.</p> <p>5.6 Mentor and interact with team members at all levels to foster growth and encourage development of the wider organisation.</p>
6.0 OTHER	Other activities required in line with the nature and scope of the role.