



## Governance and Reporting Senior Advisor

Leadership Position Detail			
<b>Reports To</b>	Head of Performance and Planning (CPCO)	<b>Group</b>	People & Culture
<b>Leadership Classification</b>	Senior Advisor	<b>Location</b>	Various
<b>Reports – Direct Total</b>	0		

### Organisational Environment

Airservices Australia is a government-owned organisation responsible for the safe and efficient management of 11 % of the world's airspace and provision of aviation rescue fire fighting services at Australia's busiest airports.

Our people are our greatest asset with a dynamic and diverse team operating from locations across the country – from bustling cities to regional and remote locations, including an island. This team keep Australia's aviation industry safe every day of the year, both in the air and on the ground.

We connect people with their world safely – linking family and friends, generating economic activity, creating jobs, and facilitating trade and tourism.

Airservices is committed to fostering a culture that is diverse, inclusive, and respectful. We encourage motivated individuals who love what they do, value a service first mindset and embrace a challenge to explore a career with Airservices. In return you will be a valued team member, be offered flexibility and experience a meaningful career in an exciting, ever-evolving aviation industry.

### Primary Purpose of Position

As Governance and Reporting Senior Advisor you will support the delivery of the organisation strategy, by focussing on the efficient and effective delivery of reporting and governance for the CPCO team.

The role will focus on Committee and Board reporting and associated actions involved with maintaining the highest levels of governance and compliance including safety and mandatory enterprise training activities.

The role will also be directly engaged in the delivery of the organisations people plan. This role will operate across the value chain and work with senior stakeholders to support prioritisation, operationalise and connect all stakeholders with and through the people plan.

## Accountabilities and Responsibilities

### Position Specific

#### Executive, Committee & Board Reporting)

- Liaise with the Board Secretariat on Committee and Board agendas as they relate to People & Culture items
- Lead the coordination of, and quality assurance over, timely preparation of Board papers for the CPCO team
- Ensure Executive, Committee and Board outcomes are communicated and actioned in a timely manner

#### Enterprise People Performance Delivery

- Report on activities and outcomes of the People Plan goals and objectives by working collaboratively across the value chain to identify drivers for under / over performance
- Work with key contributors to develop and maintain reporting templates, tools and dashboards to report the progress of the People Plan and key performance indicators for CPCO

#### Policy & Framework Governance

- Maintain a register of CPCO policies and frameworks
- Manage and coordinate the review and updates for CPCO policies and frameworks with the document owners to ensure compliance with internal and external standards
- Assist in the development of policies and frameworks with subject matter experts ensuring alignment with existing governance

### People Leadership

- Ability to influence and collaborate with people to ensure quality and deliverables are met

### Compliance, Systems and Reporting

#### Governance and Compliance.

- Coordination of, and quality assurance over, the timely close out of actions from boards, safety systems and other related compliance and governance activities.

### Safety

- Demonstrate safety behaviours consistent with enterprise strategies

## Key Performance Indicators

### Efficient, Effective and Accountable

- Implement processes to support work planning, forecasting and monitoring
- Ensures work group objectives are aligned to organisation strategy whilst maintaining own quality and productivity
- Recognises and manages risks to ensure people plan activities are executed to clearly agreed plans and timelines

### Commercial

- Key commercial remuneration capabilities are planned and executed to deliver business value (qualitative and quantitative metrics)
- Delivery of a robust remuneration context linked to corporate performance
- Alignment of the remuneration framework with the talent market to ensure Airservices is well positioned to hire the right people for the right roles

### Safety

- Compliance with safety, risk, environmental and any other standards
- Demonstrates safety behaviours consistent with enterprise strategies
- Leads by example with a responsible approach to safety, the community and the environment

### Leadership

- Strong influence and advisory capability to ensure the remuneration framework is applied by hiring managers
- Collaborates effectively by tailoring an interpersonal approach evidenced by a foundation of trust and recognition of the function with all stakeholders
- Establishes sound values based relationships and useful contacts/networks internally and externally

### Key Relationships

- Senior and Executive leadership
- People Partners and Employee Support team
- Payroll team
- Corporate reporting team

### Skills, Competencies and Qualifications

- Tertiary qualifications in a relevant area or similar qualification or equivalent knowledge and skills developed through professional experience.
- Sound knowledge of good corporate governance principles.
- Demonstrated experience with and reporting at Board level (or equivalent) and remuneration reports.
- Excellent organisational and time management skills.
- Excellent written, communication and interpersonal skills.
- Demonstrated ability to identify and resolve complex problems.
- Experience with policy development
- Strong stakeholder skills
- Data and Analytical skills  
Experience dealing with complex people matters

### Leadership Performance Standards and Behaviours

Airservices Leadership Standard of **Know Me**, **Focus Me** and **Value Me** is a clear articulation of how we expect our leaders to lead our people supporting a culture of trust, care, and accountability.

The Airservices value chain operating model provides the basis for cultural reform of Airservices, driven by empowered and accountable leaders working together to deliver results.

This role has a strong people focus where leadership is demonstrated through embedding positive employee experiences and new ways of working across the following:

### Lead inclusively

- Lead, coach, develop and retain a high performing team by demonstrating authenticity and engaging our people with a Know Me, Focus Me and Value Me focus
- Every leader in Airservices must demonstrate constructive behaviours aligned with our values and target culture of trust care and accountability.

### Think strategically

- Promote, support and guide teams to drive quality delivery whilst shifting mindsets to focus on continuous improvement and transformation.

### Collaborate effectively

- Create and support an environment, which fosters an emphasis on collaboration and accountability to promote a trust-based, inclusive culture centred on principles of care and purpose.
- Develop and maintain a broad range of relationships to influence within the value chain at an Executive, peer and team level and positively influence internal key stakeholders.

### Communicate with impact

- Create and support an environment, which fosters an emphasis on collaboration and accountability to promote a trust-based, inclusive culture centred on principles of care and purpose.

### Deliver outcomes

- Lead effectively to collectively contribute and deliver on Airservices goals by optimising and developing business systems.

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our **Code of Conduct**. This includes:

- Treating everyone with dignity, respect, and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential, or perceived conflict of interest
- Behaving in a way that upholds our vision, mission, and values, and promotes the good reputation of Airservices.