Governance Advisor

April 2025

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| Reporting Relationship and Location |
| **Reports to:** | Head of Airport Investment and Pricing |
| **Team I Business Unit:** | Airport Investment and Pricing | Strategic Planning |
| **Purpose** |
| The purpose of the Governance Advisor is to ensure that Auckland Airport makes sound investment decisions through efficient and robust governance processes. This requires the Governance Coordinator to manage and coordinate capital investment governance across the enterprise, to ensure that these forums facilitate effective and efficient decision making that follows the guidelines and processes that have been stipulated by the business. |
| **Key Accountabilities** |
| **Coordination of governance forums and meetings**  | Support the Head of Airport Investment and Pricing to coordinate and manage Auckland Airport’s internal governance processes related to capital investment decisions by:* Coordination of new governance structure including:
	+ Enterprise Portfolio Review Board (“**EBRB**”)
	+ Investment Review Board (“**IRB**”)
	+ Programme Control Groups (“**PCGs**”)
* Coordination will include management of agendas and meeting attendance, recording of minutes, outcomes and actions for the business
* Support the coordination of Expert Working Groups (“**EWG**s”) as forums for subject matter experts across the business, and their interaction / role in the enterprise governance framework
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| **Quality assurance of governance documentation**  | * Ensuring that projects have followed the required governance processes and received the required approvals in accordance with the company’s delegated authority policies
* Ensuring that papers received from across the business provide an accurate reflection of cost and funding that has been approved or endorsed by the business
* Provide advice to project teams across the business as to the steps required to ensure that the governance process for their projects is being followed
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| **Personal effectiveness** | * Be known as a self-aware team player, open to receiving and providing feedback. Adopt an influential and welcoming communication style
* Demonstrate sound judgment, professionalism, strong interpersonal skills and a collaborative style
* Display high integrity and mental resilience, being able to find the positive side in all situations
* Demonstrate competence and character that inspires trust
* Establish credibility as a long term thinker, able to make a direct link between action today with long-term value
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| **Health, Safety and** **Wellbeing**  | * Role model Auckland Airport’s commitment to “People First” Health, Safety & Wellbeing approach
* Lead by example, demonstrating and communicating visibly safe work.
* Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement.
* Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing.
* Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.
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| **Financial Responsibilities and Authorities**  |
| **Capital Expenditure**  | **Operating Expenditure**  |
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| Staff Designation | Budgeted CAPEX Maximum Financial Authority |
| Chief Executive | >$4,000,000 |
| Leadership Team | $4,000,000 |
| Senior Management | $1,000,000 |
| Management | $125,000 |
| **Administration** | **$5,000** |

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| Staff Designation | Budgeted OPEX Maximum Financial Authority |
| Chief Executive | $6,000,000 |
| Leadership Team | $400,000 |
| Senior Management | $100,000 |
| Management | $25,000 |
| **Administration** | **$5,000** |

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| **Financial Authority**  |
| * Not accountable for expenditure budget. Able to authorise minor expenditure from another person’s budget up to value of $5,000
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| **Structure Chart** |
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| **Key Challenges** |
| * Dealing with a large number of stakeholders across the business that have interests that do not necessarily completely align to optimised business outcomes
* Delivering an efficient governance process in a business that is relatively small in scale and resource relative to the multi-billion capital investment that is being delivered
* Working with various parts of the business develop governance documentation meets the requirements set out and is fit for purpose
* Being involved in instigating change for the new governance framework as it is rolled out
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| **Key Relationships** |
| Internal | Purpose of contact with this person/s |
| * Head of Airport Investment and Pricing
* Chief Strategic Planning Officer
* Capex Analyst
* Capital Programme Development Manager
* Head of PMO
* Governance Manager
* Infrastructure Programme Directors
* Head of Legal
* Board Administration Executive
 | * Informing the business and engaging on governance processes and how they work
* Ensuring governance processes are followed by the rest of the business
* Ensuring governance processes are meeting the needs and requirements of the business
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| External | Purpose of contact with this person/s |
| N/A | N/A |
| **Person Specification** |
| **Qualifications (or equivalent level of learning)** |
| Essential | Desirable |
| Tertiary level qualification in arts, business, engineering, science, law or planning or equivalent |  |
| **Knowledge / Experience** |
| Essential | Desirable |
| 10 years + experience in client or corporate environment | Experience with the administration of boards or governance forums in a previous role advantageous |
| **Key Skills / Attributes / Job Specific Competencies** |
| **Level** | **Skill / Attribute / Competency** |
| Advanced | Administration Microsoft Word |
| Working knowledge | PowerPoint |
| **Values** |
| ***Whiria te tangata.*** Our values weave us together. They’re what we stand for, who we are and how we think, feel and act.  |
| **All in**Tātou tātou | * People first
* Seek understanding
* Acknowledge others
* Empathise and support
* Diverse & inclusive
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| **Know How**Kōkiri Tahi | * Explore and solve together
* Curious and open
* Bring your voice & share your skills
* Unite and collaborate
* Right people in the room
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| **Let’s Go**Karawhiua | * Challenge yourself
* Take pride
* Act with intent and integrity
* Keep your word
* Deliver excellence
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| **Changes to Position Description** |
| From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport’s work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required. |
| **Sign-Off** |
| **Job-Holder**  | **People Leader**  |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |