

Security Intelligence Analyst

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who We Are

The Civil Aviation Authority of New Zealand is the country's aviation safety and security regulator. We are a Public Service Crown entity responsible through our Board to the Minister of Transport. We regulate a wide range of aviation activities, from commercial airlines to private pilots, ensuring that all aspects of the industry meet the highest standards of safety and security. Our important work not only saves lives but also facilitates travel, recreation, commerce, and protects the environment. By ensuring a safe and secure aviation system, we provide confidence and safeguard the reputation of New Zealand, benefiting our country as a whole.

Our Vision and Purpose

Everything we do is related towards the achievement of 'a safe and secure aviation system – so people are safe, and feel safe when they fly'.

Our Pathways

We have three pathways that lead us to delivering our vision and purpose:

1. Leadership and Influence

Through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

2. Active Regulatory Stewardship

We monitor and care for the civil aviation regulatory system through our policy and operational responsibilities.

3. Professional Regulatory Practice

We act to identify risk and reduce it through intelligence-led intervention.

Our Values

Our organisation's Values support how we work to keep New Zealand skies safe and secure.

Collaboration - Me mahi tahi

We work together to achieve and succeed

Transparency - Me mahi pono

We are open and honest communicators

Integrity - Me mahi tika

We do the right thing

Respect - Me manaaki

We treat all people with consideration and kindness

Professionalism - Kia tu rangatira ai

We act in a way that brings credit to ourselves and our organisation



These feathers symbolise our Values, which are inspired by the sacred huia bird – a revered symbol of friendship, respect, leadership and mana.

Each feather in the Values has a different hue to reflect different aspects of the diversity, leadership, talent and experience our people bring to their work every day.

Our Values are us – we are many cultures, languages, genders, unique personalities and perspectives working together to achieve our Vision and Purpose.



Role Purpose

The Security Intelligence Analyst contributes to keeping civil aviation safe and secure.

The position is a shared role, working within both CAA's Security Certification, Monitoring & Response team (SCMR) and the Combined Threat Assessment Group (CTAG).

The purpose of the role is to advance CAA's understanding of risks and threats to civil aviation, and through its dedicated analytical work with CTAG, provide independent assessments to government agencies about threats to New Zealand, New Zealanders, and New Zealand's interests abroad.

The role will be responsible for:

- Producing all-source intelligence assessments on issues relevant to New Zealand's civil aviation and national security, and improving stakeholder understanding of New Zealand's current and future national security environment.
- Representing CAA and CTAG externally in a liaison capacity and occasionally at international forums, presenting complex information, and/or convincing or persuading others to gain their co-operation to achieve specific intelligence objectives.
- Supporting SCMR's Principal Analyst Aviation Security Threats and Risk, to develop and enhance security risk assessments, produce reports based on sound information and analysis to support regulatory decision-making and contribute to the prevention of acts of unlawful interference.
- Informing the "intelligence process" by collating, analysing, and evaluating all-source information to produce impactful intelligence assessments on issues relevant to New Zealand's aviation and wider national security.
- Applying forethought, sound judgement, analytical and assessment techniques to a range of information sources, demonstrating independent and critical thinking and maintaining regular and proactive dialogue with key stakeholders.
- Maintaining an awareness of domestic and international policy settings, the geo-political and threat environment (pertinent to their thematic area i.e. including aviation security) so that the foundational knowledge necessary to produce cogent and well-reasoned assessments, identify emerging trends and anticipating customer requirements is maintained.

Key Dimensions

Group:	Aviation Security	
Team:	Security Certification, Monitoring and Response	
Reports to:	Head of Security Certification, Monitoring and Response	
Location:	National Office, Wellington	
Salary Band:	Band 16	
Financial:	Nil	



People:	Direct Reports = 0	
Organisational Delegations:	Nil	
Key Relationships:	Internal: • Broader Aviation Security group • Intelligence & Insights	External: • New Zealand Intelligence Community • New Zealand Police • Ministry for Cities, Environment, Regions & Transport
Essential requirement/s:	• Top Secret Security clearance	

Shared Accountabilities

- We work professionally, aligned with our Values, Code of Conduct and guiding CAA policies.
- We foster a safe, inclusive culture by respecting and embracing the diverse perspectives, experiences, and backgrounds of all.
- We ensure our work is aligned to our strategy, vision and purpose in our approach to delivering intelligence led, risk-based safety and security outcomes.
- We carry out work and conduct our relationships in a way that supports CAA's commitment to Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe and by following the responsibilities laid out in our Health, Safety and Wellbeing Commitment Statement which outlines the expectations of leaders and all staff.

Key Accountabilities

Research and information analysis

- Proficiency and an in-depth understanding of different information sources, including the limitations, reliability and credibility of the information or intelligence.
- Effectively manages large volumes of data and information, identifies opportunities to integrate and combine subsets of data/information to illuminate trends and patterns.
- Takes a multi-disciplinary approach to research and analysis and applies an understanding of relevant security considerations (e.g. to internet research).
- Contributes to and/or supports the development and maintenance of robust security risk assessments.

Strategic intelligence assessments

- Knowledge of both designated portfolio (i.e. aviation security) and broader issues is developed and maintained using all available information sources.
- Key developments and trends both within and outside portfolio are identified and monitored.



- Applies analytical and assessment techniques and methods to understand current issues and estimate future developments.
- Acts as an adviser on matters relating to field of expertise internally and/or externally.

Strategic intelligence reporting

- Anticipates and responds to customer requirements to propose reports on appropriate, relevant and timely topics.
- Written reports of a high professional standard, prepared and delivered in a timely manner, supporting effective decision making, and guiding relevant government policy and awareness are produced.
- Generates assessments and reports that are valued by customers and stakeholders.
- Oral briefings are influential, convincing, appropriately pitched and effective.

Internal and external relationships

- Effective relationships with external stakeholders are developed and maintained to support intelligence requirements.
- Organisational representational roles and relationships relevant to the area of accountability are carried out in a professional and effective manner.
- Internal and external stakeholders' expertise to support assessment and reporting is identified, corralled and used.
- Sought out by internal and external stakeholders as a source and contributor of portfolio knowledge and analytical and assessment expertise.
- Manager(s) and colleagues are kept informed of relevant issues that have an impact on the team(s).
- Carries out work and conducts interpersonal relationships in a way that supports CAA's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contributes to, maintains knowledge of, and practices Health and Safety processes and initiatives.

Outcomes

- Relevant decision makers and decision-making processes are informed via the provision of cogent, well-reasoned, and timely strategic assessments and threat reports on matters relevant to the analyst's portfolio and thematic area.
- Security risk assessments are robust and able to support effective decision-making and regulatory intervention.
- CAA is a safe workplace and meets legislative standards.

Competencies

Get Smart – Knowledge & Context: Level 2 ■■■

Understands the role of the CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the CAA. Follows the



guidance and processes expected of all CAA employees as a modern, adaptive regulator, set out in policies, legislation, aviation rules and other internal documents.

Think Smart – Sound Judgement: Level 2 ■■

Makes appropriate and transparent decisions by analysing relevant information, takes into consideration different points of view, demonstrating the ability to make difficult and/or sensitive decisions. Has flexibility to both adopt a course of action and change it when required by the situation.

Work Smart – Achieves Results: Level 1 ■

Drives change and results through effective planning, collaboration, and communication. Builds trust, fosters teamwork, and demonstrates self-awareness to achieve shared goals and continuous improvement.

Act Smart – Personal Effectiveness: Level 2 ■■

Is adaptable and resilient to meet changing needs and expectations. Displays self-awareness and is respectful of diversity. Takes responsibility for self-learning and development. Demonstrates behaviours consistent with the Code of Conduct and CAA Values.

Skills and Experience

- Understanding of aviation security threats and risks, or the demonstrated ability to acquire such knowledge within a reasonable timeframe.
- Understanding of the New Zealand domestic and international aviation system and regulatory frameworks or the demonstrated ability to acquire such knowledge in a reasonable timeframe.
- An understanding of New Zealand government processes, particularly in national security and foreign affairs.
- Successful completion of training in analytical and/or assessment tradecraft.
- Relevant tertiary qualification requiring a high level of research, analytical and evaluative skills or relevant and equivalent experience.
- High level of self-motivation.
- Highly developed conceptual and critical thinking and analytical skills.
- Capacity to develop independent analytical judgment across a range of areas (albeit within a discreet thematic area), including in complex and time critical circumstances (such as threat assessments) or where political, organisational and/or operational risk exists.
- Proven high order analytical, critical thinking and report writing skills.
- Threat assessment and/or risk management experience.
- Proficiency in handling, understanding, processing, analysing and communicating intelligence or similar information.
- Demonstrated high levels of integrity and an ability to obtain and maintain a high-level security clearance.
- Ability to build and maintain effective and productive working relationships at all levels of an organisation.
- Ability to challenge accepted positions and decisions, maintain independence, and ask difficult questions.
- Ability to juggle competing workloads and work under pressure to meet tight deadlines.
- Highly effective oral and written communication skills.

