

Position Description

Analyst, Governance & Secretariat

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 Analyst, Governance and Secretariat (G&S) supports the Authority's governance, business planning, and performance reporting by maintaining the business planning platform, analysing organisational data, and identifying emerging opportunities and risks. The role contributes to accountability and internal reporting and enables data-informed decision-making across the organisation.

Working closely with the Manager, G&S and wider team, the Analyst strengthens reporting capability, both technically and within the user experience, helping to build a more sophisticated, accurate, and timely reporting function that supports strategic, operational, and tactical decisions.

Key Dimensions

Group:	Assurance and Governance	
Team:	Governance and Secretariat	
Reports to:	Manager, Governance and Secretariat	
Location:	National Office	
Salary Band:	16	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: - Assurance and Governance Group - The Board and its Sub-Committees - ELT and the Internal Governance Committees - System, Strategy and Policy Group - People & Capability Group - Digital and Finance teams	External: - Minister's Office - Ministry of Transport
Essential requirement/s:	N/A	

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 Policy and Commitment Statement which outlines the expectations of leaders and all staff.



Key Accountabilities

- **Functional capability** – Undertake functional and technical duties aligned with recognised international standards of practice.
- **Data analysis** – Extract, collate, and analyse data from business systems and other sources to support reporting and decision-making.
- **Business planning platform** – Maintain and continuously improve the business planning platform, analyse insights, identify opportunities and challenges, and test “what-if” scenarios.
- **Troubleshooting** – Identify and resolve system issues with a solutions-focused approach.
- **Data integrity** – Ensure data accuracy, integrity, and confidentiality at all times.
- **Stakeholder engagement** – Work across the organisation to collect information for planning and performance reporting, ensuring timely, high-quality inputs.
- **Risk identification** – Identify risks or issues affecting information collection or performance reporting and take action to manage them.
- **Reporting development** – Support the Manager G&S in developing reporting, accountability, and planning documents.
- **Performance measurement** – Contribute to the development and monitoring of organisational performance outcomes and indicators.
- **User-centred communication** – Translate technical, regulatory, and planning information into clear, accessible, user-centric formats using words, tables, graphics, and images.
- **Planning processes** – Contribute to organisation-wide planning and continuous improvement.
- **Embedding planning** – Work across all levels of the Authority to embed the business planning process and improve user understanding.
- **Data processes** – Provide input into the review and improvement of core functional data processes and procedures.
- **Industry awareness** – Stay current with relevant industry trends, best practices, and legislation.
- **Te Tiriti & Inclusion** – Conduct work and relationships in a way that supports the Authority’s commitment to Te Tiriti o Waitangi and diversity and inclusion.
- **Health & Safety** – Contribute to, maintain knowledge of, and model healthy, safe, and positive workplace practices.
- **Confidentiality** – Maintain strict confidentiality when handling personal or sensitive information.



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 1**

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

- Strong experience applying the Crown Entities Act 2024, Public Finance Act 1989, and central agency guidance.
- Skilled in developing performance narratives and supporting end-to-end accountability document processes.
- Confident analysing complex datasets, identifying trends, and presenting insights clearly within dashboards and reports.
- Deep understanding of access control, data integrity, and quality assurance.
- Able to shift seamlessly between high-level strategic requirements and detailed report development.
- Proven capability in data modelling, advanced analysis, and dashboard development using Excel and Power BI.
- Builds strong relationships through innovative engagement and confident interaction at all organisational levels.
- Contributes proactively to team, group and organisation success, sharing knowledge, offering guidance, and recognising others' contributions.
- Strong written and verbal communication, able to translate complex technical issues into plain language.
- Excellent analytical judgment, customer focus, and comfort working through ambiguity.
- Thrives in fast-paced environments with strong attention to detail.

