

Position Description

Analyst, Information Management – fixed term

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 Cities, Environment and Transport (MCERT). 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, Information Management plans, coordinates, and supports information management activities, while implementing functional improvements across information systems.

The role supports system improvement projects by analysing information flows and recommending configuration changes that optimise access to, management of, and disposal of information. The role conducts assessments to ensure information assets are managed securely, compliantly, and in accordance with recommended frameworks.

The Analyst, Information Management supports effective content management practices by ensuring information and records are structured, classified, maintained, and accessible throughout their lifecycle. It works with business teams to improve content quality and usability, and supports content migrations, bulk updates, and ongoing improvements to information management systems.

Key Dimensions

Group:	Digital Transformation and Technology	
Team:	Digital Engineering	
Reports to:	Team Leader, Digital Engineering	
Location:	National Office	
Salary Band:	16	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: - Wider Digital team - Legal team - Senior Leadership - Quality and Assurance Oversight group	External: - Archives NZ - Office of The Government Chief Data Steward (GCDS) - Relevant forums and groups - Government Agencies
Essential requirement/s:		

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

- Provide data and information specialist advice and support to operational and project teams conducting business process reviews and/or information system implementation, integration or upgrade projects that impact information management.
- Work with stakeholders to identify and analyse information needs and outputs and apply analysis findings to implement or request required changes to our information systems as appropriate.
- Provide effective and timely advice on the security and accessibility of data and information to ensure that they are well-managed.
- Configure, or advise configuration, of information systems to ensure information assets are collected, managed and protected.
- Conduct privacy assessments, information and data risk assessments and other assessments of how information assets are managed and protected in information systems.
- Provide specialist input towards software assessments for new applications being introduced into the CAA environment.
- Respond to requests for migration or disposal of information. Work with the Architecture Team to assess information value, determine the appropriate action and complete migration or disposal work based on these decisions.
- Assist people wanting to locate, use and manage CAA Information.
- Contribute to work being conducted to improve functionality in information and other systems.
- Manage and carry out bulk updates to data and content in information and other systems ensuring that the data is mapped correctly and the folder structure is managed well.
- Provide specialist assistance and knowledge toward Official Information Act (OIA) and Privacy Act requests.
- Play a key role in the vendor relationships relevant to information management systems.
- Support information management related audits and risk assessments.

Competencies

Get Smart – Knowledge & Context: Level 1 ■■■

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 2 ■■□



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

- An information management or systems qualification
- 2+ years relevant information management or information systems experience.
- Proven experience working with databases and related technologies.
- Business analysis experience advantageous.
- Experience developing and drafting process maps, plan documents and other supporting documents
- Proficient using and learning technology, with the ability to then support others in its use.
- Knowledge of New Zealand Government data labelling, classification systems and NZISM advantageous.

