

Position Description

Analyst, Regulatory Intelligence and Insights

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 Regulatory Intelligence and Insights Team sits within the broader Regulatory Enablement and Response group. It is responsible for interpreting the operating environment, identifying and monitoring indicators of change, and delivering high-quality intelligence products to support safety and security outcomes.

The intelligence and insight's function is evolving to meet the CAA's goal of becoming intelligence-led. The Intelligence Analyst plays a key role in strengthening this capability by contributing to a more sophisticated intelligence function that supports informed decision-making at the strategic, operational and tactical levels. This role requires a modern intelligence professional with a proven track record of producing high-quality, accurate, and timely intelligence. The Analyst will draw on their analytical expertise and professional judgement to help advance the intelligence function and its value to the organisation.

Key Dimensions

Group:	Regulatory Enablement and Response	
Team:	Regulatory Intelligence and Insights	
Reports to:	Manager, Regulatory Intelligence and Insights	
Location:	National Office or Auckland Base Office	
Salary Band:	Band 16	
Financial:	Nil	Delegation Level = Tier 5
People:	Direct Reports = Nil	Delegation Level = Tier 5
Key Relationships:	Internal: <ul style="list-style-type: none"> • Various teams and personnel who have role in the intelligence cycle. • Intelligence staff within the Aviation Security group. 	External: <ul style="list-style-type: none"> • Functional intelligence networks connected across other Government Agencies and the broader intelligence community, so that our intelligence function is trusted and credible. • Industry groups and participants for collection and engagement purposes.
Essential requirement/s:	<ul style="list-style-type: none"> • <i>Be eligible to obtain and maintain a national security clearance to TOP SECRET.</i> 	

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

- Contribute strongly as a key member of a small intelligence team to deliver the Civil Aviation Authority's intelligence operating model.
- Work collaboratively with different CAA groups and senior intelligence staff and to establish an organisational-wide understanding of the CAA's enduring intelligence requirements.
- Work collaboratively with and support the Information, Research and Analytics team to formulate and deliver information collection plans that support the development of intelligence products.
- Use contemporary intelligence practices and methodologies to deliver high quality intelligence products that provide a sophisticated understanding of the operating environment, the risks we regulate, system risks, the nature of the regulated parties and changes in the regulatory system and provide actionable assessments to inform and support decision makers.
- Effectively communicate intelligence assessments – either written or verbally – and recommendations to a broad range of decision makers at the strategic, operational or tactical level.
- Work collaboratively with CAA functions and groups to understand their decision-making processes, and tailor intelligence processes/outputs to support this.
- Promote and champion an intelligence-led and risk-based regulatory approach.
- Contribute to the continuous improvement of the Regulatory Intelligence and Insights team.
- Represent the Civil Aviation Authority at an operational/tactical level in joint Agency intelligence activities, multi-agency responses under the CIMS framework, Combined Law Agency Group meetings, in engagements across the New Zealand Intelligence Community and international aviation intelligence networks.

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 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 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

- Ability to use critical thinking and intellectual curiosity to help build subject matter expertise which can be relied upon and trusted.
- Experience in producing and delivering high quality written and verbal intelligence products to decision-makers, across the tactical, operational and strategic levels.
- Experience in using intelligence to support investigations is valued.
- Experience in cultivating trust, influence and credibly representing an intelligence function to internal and external customers and stakeholders.
- Knowledge of, and experience in using, modern intelligence methodologies such as structured analytical techniques in the development of intelligence products.
- Knowledge of, or willingness to learn about, the role of intelligence in a modern regulator.
- Knowledge of, or willingness to learn about, New Zealand's aviation sector, from both a safety and security perspective.
- Experience operating in an ambiguous environment while delivering high quality intelligence products, whether independently or as part of a team. Additional experience in helping to contribute towards the development of sound intelligence practice.
- A New Zealand Intelligence Diploma or other formal intelligence training is preferable but not required.

