

Position Description

Aviation Data and Information Officer

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 Aviation Data and Information Officer is a professional with strong information collection, data entry and data management skills. They have a drive for excellence and accuracy and can use their professional skills and judgement to add value to the information and data we receive. Further the Aviation Data and Information Officer can maintain professional working relationships both internally and externally across the sector that facilitate an unfettered and professional exchange of information that supports a risk-based, intelligence led, regulatory approach.

Key Dimensions

Group:	Regulatory Enablement and Response	
Team:	Triage, Assessment and Coordination	
Reports to:	Manager, Triage, Assessment and Coordination	
Location:	National Office Wellington	
Salary Band:	13	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Wider Regulatory Enablement and Response group Finance team Other staff across CAA 	External: <ul style="list-style-type: none"> Aviation Participants Aviation sector Stakeholders
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 the CAA's commitment to the Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe by following the responsibilities laid out in our people policies and our Health, Safety and Wellbeing Commitment statement.

Key Accountabilities

- Collaborate with peers and others to actively contribute to the outcomes of the Triage, Assessment and Coordination team.
- Administer and process information that flows into the organisation through formal and informal channels; ensuring a high degree of information and data integrity.



- Collect, collate, process and add value to information through formalised collection plans to inform contemporary intelligence products, information requests, safety programmes, and external communications and engagement initiatives.
- Manage the Aircraft Operating Statistics system, processes, and procedures. Taking real ownership of the system; ensuring the system is simple for operators to use and generates high levels of compliance and quality information.
- Use data, insights and robust analysis to ensure Triage, Assessment and Coordination activity is fit for purpose and able to be measured.
- Work closely with the finance team, providing accurate information to support invoicing, addressing any finance queries, and ensuring commercial operators are accurately invoiced.
- Supply quality information and data to a broad range of functions across the Civil Aviation Authority including finance, regulatory, strategy and planning, performance, governance and monitoring.
- Supporting the delivery of the Authority's intelligence requirements and the implementation of the Civil Aviation's Intelligence Operating Model.
- Maintain relationships with key internal and external stakeholders that facilitate an unfettered and professional exchange of information-for-analysis.
- Receive, triage, and add value to notifications and complaints made under the Civil Aviation Act and the Health and Safety at Work Act, then disseminate this information for an operational response.
- Administer and process data and information to maintain the Civil Aviation Authority's Event Risk Classification System.
- Administer the databases that inform the Civil Aviation Authority's Integrated Reporting System and an enhanced understanding of system risks.
- Contribute to the development and delivery of projects and key pieces of work to support the Triage, Assessment and Coordination team.
- Understand the work of the Triage, Assessment and Coordination team, and actively look for opportunities to improve practises.

Core Competencies

Collaborates – Building the partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives • Represents own interests while being fair to others and their areas • Partners with others to get work done • Credits others for their contributions and accomplishments • Gains trust and support of others
Nimble Learning - Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder	<ul style="list-style-type: none"> • Learns quickly when facing new situations • Experiments to find new solutions • Takes on the challenge of unfamiliar tasks • Extracts lessons learned from failures and mistakes
Customer Focus - Building strong customer relationships and delivering customer centric solutions	<ul style="list-style-type: none"> • Gains insight into customer needs • Identifies opportunities that benefit the customer • Builds and delivers solutions that meet customer expectations • Establishes and maintains effective customer relationships
Action Oriented – Taking on new opportunities and	<ul style="list-style-type: none"> • Readily takes action on challenges, without unnecessary planning • Identifies and seizes new opportunities



tough challenges with a sense of urgency, high energy, and enthusiasm	<ul style="list-style-type: none"> • Displays a can-do attitude in good and bad times • Steps up to handle tough issues
Interpersonal Savvy – Relating openly and comfortably with diverse groups of people	<ul style="list-style-type: none"> • Relates comfortable with people across levels, functions, culture, and geography • Acts with diplomacy and tact • Builds rapport in an open, friendly, and accepting way • Builds constructive relationships with people both similar and different to self • Picks up on interpersonal group dynamics

Skills and Experience

- Ability to use critical thinking and intellectual curiosity to help build subject matter expertise which can be relied upon and trusted, particularly around data management and information and its quality, sources and caveats.
- Experience in exercising stewardship over data and information across collection, collation, entry, management, integrity, and dissemination.
- Experience using own initiative to engage with stakeholders, members of the aviation sector, or providers of data and information, internally and externally, to ensure high quality data and information is being regularly shared.
- Experience supplying high quality information to a broad range of organisational functions, across the tactical, operational and strategic levels.
- Knowledge of, or willingness to learn about, legislative requirements relating to information that come from the Civil Aviation Act, the Health and Safety at Work Act, the Privacy Act, and the Official Information Act.
- Knowledge of, or willingness to learn about, New Zealand's aviation sector.

