

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 data entry, data management, and analytical 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 and make sense of technical reporting. Further the Aviation Data and Information Officer can maintain professional working relationships both internally and externally across the sector that facilitate a 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

- Administer and process information that flows into the organisation, making sense of technical information, understanding nuance, and correctly classifying data.
- Ensure a high degree of information and data integrity, working closely with other teams to meet their data requirements.



- Proactively identify when information meets statutory reporting requirements for national and international bodies and ensure these reporting requirements are fulfilled.
- Assess and triage reports made under the Civil Aviation Act and the Health and Safety at Work Act following established procedures.
- Maintain relationships with key internal and external stakeholders that facilitate a professional exchange of information-for-analysis.
- Contribute to the development and delivery of projects and key pieces of work to support the Triage, Assessment and Coordination team.
- Collaborate with peers and others to actively contribute to the outcomes of the Regulatory Enablement and Response Group and the CAA.
- Understand the work of the Triage, Assessment and Coordination team, and actively look for opportunities to improve practices.

Core Competencies

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

Understands the role of the Authority within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the Authority. Follows the guidance and processes expected of all Authority employees as a modern, adaptive regulator, set out in policies, legislation, aviation rules and other internal documents.

Think Smart – Sound Judgement: Level 1 ■■■

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 Authority 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, 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.

