

Position Description

Principal Business Architect

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 Principal Business Architect provides business architecture and operating model leadership across the Business Transformation Programme ensuring that business, operating model, process, information, data, applications and technology decisions are integrated, coherent, and aligned to long-term regulatory outcomes.

The role defines and governs the target enterprise architecture and transition pathways, ensuring a clear and actionable pathway for transformation. As a trusted advisor to ELT and programme leadership, the Principal Business Architect provides direction to shape key decisions and ensures a shared understanding of how the organisation will evolve. The role connects strategy with delivery by guiding investment decisions, sequencing, resolving issues and ensuring approaches are aligned to the target operating model and broader system outcomes.

Accountable for maintaining architectural integrity, the Principal Business Architect ensures change is coherent, integrated, and sustainable over time. This includes overseeing how transformation impacts internal operations and workforce capability, the design and delivery of regulatory services, and the experience and outcomes for aviation sector participants and the wider system.

Key Dimensions

Group:	Digital Transformation and Technology	
Team:	Digital	
Reports to:	Transformation Programme Manager	
Location:	Wellington	
Salary Band:	20	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: • ELT • GM Digital • Change Lead Transformation • Lead Business Analyst Transformation • Digital team • Senior Leaders	External: • GDDA • Office of the Government Chief Data Steward (GCDS) • All-of-Government (AoG) architecture forums • Aviation sector participants (e.g. airlines, airport operators) where architecture impacts service delivery and integration
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

- Support the organisation to define and maintain business architecture and operating model, translating strategy into clear enterprise design direction, transformation roadmaps, and decision-making parameters.
- Ensure all initiatives align to a coherent transformation pathway, including definition, planning, dependencies, sequencing, and monitoring of enterprise-wide impact.
- Provide authoritative business architecture and operating model advice to ELT and programme, shaping investment prioritisation and decisions.
- Works with the Architecture team to develop enterprise-wide architecture and processes to embed transformational change across all transformation work streams.
- Leads the creation and review of enterprise capability strategies ensuring business, operating model and digital capabilities evolve in alignment with organisational requirement.
- Captures and prioritises market and environmental trends, business strategies and objectives, identifying alternative strategies. Contributes to business cases for approval, funding and prioritisation of high-level initiatives.
- Sets strategies, policies, standards and practices to ensure alignment between CAA strategy, digital strategies and enterprise transformation activities.
- Builds strong, trusted relationships with ELT, senior leaders and stakeholders, providing advice to influence key decisions and ensuring the Business Transformation Programme aligns to enterprise direction and ensuring stakeholder buy-in.
- Ensure alignment with governance framework and that each programme initiative contributes to the overall target architecture and objectives.
- Plans and leads strategic, large and complex business process improvement activities aligned with automation, leveraging existing or new technologies.
- Leads the identification, evaluation and adoption of new or existing digital capabilities to improve business processes.
- Coordinates and maintains the future operating model across multiple projects and initiatives, ensuring alignment to strategic objectives, design integrity, consistency across solutions, and adherence to agreed principles, standards and design decisions.
- Ensure operating model, including digital capabilities, reflects and enables both internal organisational capability and aviation sector service delivery and system outcomes.
- Lead resolution of cross-programme trade-offs and design conflicts, ensuring decisions optimise enterprise-wide outcomes rather than individual workstreams.
- Ensure all initiatives align to a coherent transition path, including dependencies, sequencing, and cumulative impact across the organisation and sector.



- Establish and embed pragmatic operating model governance, ensuring delivery teams can move at pace while maintaining alignment.

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 3 ***

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

- Extensive experience developing operating models in large, complex transformation programmes.
- Proven ability to operate at strategic and executive level, influencing investment, prioritisation, and design decisions.
- Demonstrated experience shaping target operating models and enterprise architecture across business and technology domains.
- Strong strategic influence at executive level, with credibility to guide investment and design decisions.
- Experience working across complex stakeholder environments, ideally including external or sector/system-facing contexts.
- Strong track record of balancing strategic direction with pragmatic delivery constraints.
- Deep understanding of cross-domain interdependencies (process, data, technology, workforce), and operating model.
- Experience establishing design governance, road maps and prioritisation frameworks in complex programmes.
- Demonstrated ability to resolve competing priorities and design conflicts across multiple workstreams.
- Familiarity with architecture frameworks (e.g. TOGAF), applied pragmatically.
- High levels of credibility, judgement, influence and adaptability in ambiguous environments.

