

Position Description

Senior Test Analyst – 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 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 Senior Test Analyst will prepare, plan, execute, and report on testing as directed, for applications assigned to them to provide testing quality assurance that enables business transformation, regulatory effectiveness and supports operational performance of the CAA

Working across multiple initiatives and delivery workstreams, the Senior Test Analyst is responsible for evaluating requirements and functional specifications, gaining agreement to acceptance criteria, preparation of test estimates and test plans, and the development of test cases/scenarios with subject matter experts. The Senior Test Analyst is required to define data requirements, execute test cases, record test results, raise defects, report outcomes and provide assurance that a solution meets all the agreed requirements.

Working collaboratively with business analysts, engineers and Business SMEs from across the business to test and perform quality checks on systems which enhance operations, business performance, and project requirements to enable successful acceptance of deliverables.

Key Dimensions

Group:	Digital Transformation and Technology	
Team:	Software and Data Engineering	
Reports to:	Team Leader, Software and Data Engineering	
Location:	National Office	
Salary Band:	16	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: - Digital teams - Business transformation programme team - Business and System owners - Business users	External: Vendors and service providers
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 Team Leader, Software and Engineering and the Test Lead with the implementation of the test strategy for the business transformation programme and inter-related projects.
- Ensure adherence of testing methods and standards.
- Ensure that testing requirements for business transformation projects and initiatives are scoped, planned, and managed effectively.
- Create test cases using own in-depth technical analysis of both functional and non-functional specifications.
- Execute test cases, record, triage and analyse actions and test results.
- Maintain a defect register.
- Produce metrics to measure testing quality and progress. Undertake quality checks during a variety of test phases (Unit, System, Regression, Performance and User Acceptance)
- Highlight risks, issues, and assumptions identified during test planning and during test design or execution and communicate them to the Test Manager.
- Work closely with the project team to clarify test requirements during test planning, design, and execution to support business transformation outcomes and objectives.
- Test strategies, test plans, test artefacts and test reports are documented and communicated clearly to vendors and internal delivery teams.
- Risks are mitigated with effective testing against business requirements and user stories.
- Information and technology systems and business processes are continuously improved to meet business needs.
- Decision makers are provided with professional advice ensuring they can make informed and timely decisions relating to business initiatives and requirements.
- Support project handover to BAU.

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 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

- In depth knowledge of all aspects of software testing - testing techniques used to plan and execute tests (functional and non-functional) to verify that the change satisfies specified requirements and to detect errors.
- Experience in Agile testing and writing BDD test cases
- Proficient in Test Management techniques - principles, methods, techniques, and tools for the effective management of the testing process and the execution of tests throughout the lifecycle of development projects.
- Proven stakeholder management skills, with the ability to engage with all levels of an organisation.
- Strong Project Test Analyst skills, with the ability to foresee potential issues, and put in place mitigation strategies to reduce the likelihood of the issue impacting the project.
- Strong Quality Assurance and Testing industry knowledge. Knowledge of and experience with test tools. Able to estimate timeframes and deliver to them in project setting.
- Experience with Microsoft Azure environments.
- Excellent communication skills with the confidence to lead and guide teams focused on outcomes and quality results.
- Tertiary qualification in technology preferable.

