

Position Description

Solution Architect – 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 Solutions Architect plays a key role in the Civil Aviation Authority's Business Transformation Programme, helping shape the future-state architecture required to enable organisational change, regulatory effectiveness, and operational performance. As part of a significant transformation supported by strong executive sponsorship, the role works across multiple initiatives and delivery workstreams to translate business strategy and transformation objectives into cohesive business, data, application, technology, and security architectures.

Working collaboratively with business and digital teams, the Solutions Architect provides expert guidance to ensure alignment between business outcomes, technology investments, information assets, and security requirements. Through architecture leadership, analysis, roadmap development, and solution design, the role supports the successful delivery, adoption, and long-term sustainability of transformation initiatives that create lasting value for the organisation and the aviation sector.

Key Dimensions

Group:	Digital Transformation and Technology	
Team:	Digital Analysis and Architecture	
Reports to:	Manager, Digital Analysis and Architecture	
Location:	National Office	
Salary Band:	18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: - Digital team - Internal customers - Enterprise Architect - Assurance and Governance Group - Senior Leaders	External: - Vendors - Sector representatives - Other Government agencies, including Government Digital Delivery Agency
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

Solution Architecture

- Lead the development of solution architectures across multiple projects and workstreams, ensuring alignment to programme objectives, enterprise architecture principles, and agreed business outcomes.
- Define and maintain target-state and transition-state architectures, ensuring solutions are integrated, scalable, secure and support the organisation's transformation roadmap.
- Take responsibility for balancing business requirements, functional and non-functional requirements, service quality, operational supportability, cost, risk and time-to-value across solution portfolios.
- Establish and govern architecture standards, patterns and roadmaps, ensuring consistency of design and technology choices across programme initiatives.
- Provide architecture leadership and governance throughout the solution lifecycle, ensuring adherence to corporate, regulatory, industry and security standards.
- Collaborate with business stakeholders, delivery teams, vendors and technology partners to ensure solutions are aligned, feasible and deliver expected benefits.
- Manage architecture dependencies, risks, assumptions and decisions across projects, ensuring solution outcomes support the overall target operating model.

Architecture and Analysis

- Contribute to the development and execution of the organisation's business and technology transformation strategy.
- Develop and maintain capability, process, information, application and technology models that support strategic planning and investment decisions.
- Analyse current-state and future-state business capabilities, identifying opportunities to improve organisational performance, customer outcomes and operational efficiency.
- Lead architecture assessments, impact analyses and option evaluations to inform programme and project decision-making.
- Work with business stakeholders to translate strategic objectives, policies and business requirements into practical architecture roadmaps and solution approaches.
- Contribute to enterprise architecture artefacts, standards, principles and reference architectures that support long-term transformation goals.

Systems Design

- Lead the design of large, complex and integrated solutions that support business transformation outcomes and strategic objectives.
- Apply and tailor appropriate architecture and design methods, tools and frameworks across waterfall, hybrid and agile delivery approaches.
- Conduct impact assessments and trade-off analyses across business processes, applications, integrations, data, security and infrastructure components, providing recommendations to stakeholders.



- Ensure solution designs balance functional requirements with security, resilience, supportability, performance, scalability, usability and compliance requirements.
- Review and assure solution designs produced by delivery partners, vendors and project teams to ensure alignment with architecture principles and programme standards.
- Define reusable architecture patterns and design standards that improve consistency, delivery speed and solution quality across the programme.
- Ensure solution designs support future-state capabilities while enabling practical and manageable transition from current-state environments.

Systems Integration and Build

- Overseeing the activities of technical specialists contributing to the architecture outcomes.
- Define integration architecture, patterns and standards that enable seamless information exchange across applications, platforms and external partners.
- Lead architecture oversight of integration and implementation activities, ensuring solutions are delivered in accordance with approved designs and requirements.
- Identify, evaluate and promote the adoption of appropriate technologies, tools, automation capabilities and integration platforms to improve delivery efficiency and system reliability.
- Collaborate with delivery teams to resolve architecture, integration and environment issues throughout the build, testing and deployment lifecycle, to ensure solutions are delivered, adopted and supported in a way that creates lasting business value.
- Ensure end-to-end solutions are integrated, secure, supportable and operationally ready before transition into production.
- Contribute to the development and continuous improvement of integration standards, reusable components, patterns and governance processes.
- Support solution deployment and transition activities, ensuring alignment with programme milestones, business readiness and operational support requirements.
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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 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

- Relevant qualification in Computer Science, Software Engineering or Management Information Systems is preferred.
- Minimum of 10 years' experience in an IT development role, including a minimum of 5 years' experience with the design and development of enterprise-wide systems and solutions architecture.
- Demonstrates an appreciation and understanding of Enterprise architecture.
- Understanding and working knowledge of design and architectural frameworks, including COBIT, TOGAF, ITIL and Prince 2.
- Demonstrates a working knowledge of the Agile methodology
- Proven ability to build technical and professional credibility.
- Nice to have: Experience with use of LeanIX Enterprise Architecture Management (EAM)

