

Position Description

Business Analyst

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 Business Analyst will contribute to the gathering and documenting business requirements and will undertake options and scenario analysis of the of project delivery decisions with the primary focus of writing business cases.

Key Dimensions

Group:	Corporate Services	
Team:	Project Delivery and Portfolio Management	
Reports to:	Manager, Project Delivery and Portfolio Management	
Location:	Wellington	
Salary Band:	16	
Financial:	Nil	Delegation Level = nil
People:	Direct Reports = nil	Delegation Level = nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Project Delivery and Portfolio Management wider team Corporate Services group Wider CAA teams 	External: <ul style="list-style-type: none"> Equivalent roles in other regulatory agencies within New Zealand Equivalent roles in other government agencies within New Zealand
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

- Contribute and participate in project teams to identify options, designs and model alternatives for implementation of initiatives.
- Design, development, and support the implementation of project deliverables.



- Provide advice to Policy, Project Managers and management on analysis work undertaken, which may include changes related to proposed business improvement and strategic planning initiatives.
- Apply approved project methodology and analysis tools and support the ongoing development of tools as required.
- Provide comprehensive analysis, advice, assurance reporting and document requirements for impacts on all aspects of the project delivery decisions.
- Contribute to and participate in project development to identify best practice standards and ensure that guidelines are followed.
- Ensure all decisions are authorised appropriately and documented for accountability.
- Incorporate “what’s right for the business” in all analysis, design, and modelling.
- Identify risks and conflicts and develop strategies to resolve these.
- Assist in problem solving issues within the project and/or programme, and lead the resolution of issues in the business analysis work
- Provide advice, information and support to the team as required
- Report findings and analysis in clear concise written, visual and verbal formats as required for the audience

The Authority’s Smart Competencies

Get Smart – Knowledge & Context: Level 2 ■■□

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 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 Authority Values.

Skills and Experience

- Minimum of 2 years’ experience as a Business Analyst.
- CBA Qualification (desired)
- Knowledge of New Zealand Government Business Case process, and leading in the development of business case writing.



- Ideally some change management experience
- Highly developed interpersonal skills, the ability to communicate effectively with a wide range of internal and external stakeholders in a confident and positive 'customer oriented' manner.
- Exceptional written and good oral communication skills.
- High motivation with the ability to work with flexibility to handle change and re-prioritise work.
- Experience and understanding of the project environment, including common use methodologies, e.g. Prince2.
- High level of proficiency in the use of standard office automation products and tools including MS Office suite (Word, Excel, Visio, PowerPoint).
- Experience or qualification in the "Better Business Case" approach.
- Knowledge or experience of New Zealand Government Procurement process (Principles of Procurement, and Government Rules of Sourcing).
- Knowledge of the various assurance processes (Gateway review, RPA, Procurement review)

