

Position Description

Data 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 Data Architect provides enterprise-wide data architecture leadership across the Business Transformation Programme, ensuring that data is trusted, well-governed, and effectively leveraged to support regulatory outcomes, operational efficiency, and informed decision-making.

The role defines the target data architecture, establishing clear data principles, standards, and governance that ensures consistent, integrated, fit-for-purpose data across systems and processes. It shapes how data supports regulatory stewardship, service delivery and risk identification and decision-making.

The Data Architect ensures that data design across the programme is coherent, scalable, and aligned with enterprise and organisational outcomes. It influences key design decisions, resolves cross-programme data challenges and balances strategic leadership with practical delivery through close partnership with delivery teams and stakeholders.

Key Dimensions

Group:	Digital Transformation and Technology	
Team:	Digital	
Reports to:	General Manager, Digital	
Location:	Wellington	
Salary Band:	17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: <ul style="list-style-type: none"> Enterprise Architect Digital team Assurance and Governance Group Legal team Senior Leaders 	External: <ul style="list-style-type: none"> Archives NZ Office of the Government Chief Data Steward (GCDS) Relevant forums and groups Government organisations Data supplying organisations
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

- Define and maintain the current and target state data architecture, aligned to programme and organisational outcomes
- Develop data domains, models, standards, and design patterns across the programme ensuring data consistency, integration, and quality across systems, processes
- Establish and embed data governance frameworks and including ownership, stewardship, accountability, and quality management practices
- Provide expert advice to ELT, governance forums, and programme leadership, aiming to influence and align stakeholders across programmes and workstreams, resolving data conflicts and promoting shared understanding
- Support business case development with robust data insights and assumptions
- Align data architecture with organisational strategy, business processes, technology, and operating model design
- Identify and proactively manage data-related risks and dependencies
- Enable effective reporting, analytics, and data driven decision-making capability and insight generation
- Partner with technology and delivery teams to ensure data solutions are practical and scalable
- Ensure compliance with privacy, security, and regulatory requirements
- Contribute to building organisational data capability and maturity, supporting the transition from fragmented and low-maturity environments to integrated, trusted data practices
- Contribute directly to key data artefacts, models, and resolution of complex design challenges where required
- Support delivery teams to maintain pace and quality, providing guidance without creating bottlenecks
- Drive reduction of data duplication and fragmentation across the organisation
- Position data as a strategic asset that enables improved regulatory outcomes, risk identification, and evidence-based decision-making
- Supports the development of future data and analytics capability, including enabling advanced analytics and Data & AI initiatives.
- Influences enterprise-wide decisions on data architecture, governance, and investment, aligning stakeholders across programmes and functions
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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

- Extensive experience in enterprise data architecture within large, complex transformation programmes
- Strong expertise across data modelling, integration, governance, quality, and lifecycle management
- Proven ability to design and embed data architecture frameworks, standards, and governance practices
- Ability to operate strategically while balancing long-term architecture direction with practical delivery needs
- Strong understanding of how data underpins business processes, operating models, and technology platforms
- Experience enabling data-driven decision-making through reporting, analytics, and insight capabilities
- Highly developed stakeholder engagement and influencing skills, including working across technical and non-technical audiences and aligning without direct authority
- Proven ability to resolve complex, cross-functional data challenges in multi-stakeholder environments
- Strong analytical thinking and problem-solving capability
- Sound knowledge of data privacy, security, and regulatory requirements
- Experience partnering with delivery teams and SMEs to deliver practical, scalable data solutions
- Demonstrated ability to contribute hands-on to data design where required
- Experience in public sector or regulated environments (desirable)

