

Position Description

Senior Analyst, Regulatory Intelligence and Insights

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 Regulatory Intelligence and Insights Team sits within the broader Regulatory Enablement and Response group. It is responsible for interpreting the operating environment, identifying and monitoring risk and indicators of change, and providing a broad range of high-quality intelligence products to decision makers.

The Senior Intelligence Analyst has a leading role to play in contributing to and enhancing the intelligence function as the Civil Aviation Authority aims to meet its goal of being intelligence led and evidence based.

The Senior Analyst, Regulatory Intelligence and Insights is an experienced, modern intelligence professional with a proven track record of delivering influential, high-quality, accurate, timely intelligence products; someone who can draw on their extensive professional skills to really advance the intelligence function and play a leading role.

Key Dimensions

Group:	Regulatory Enablement and Response	
Team:	Triage Analysis and Insights	
Reports to:	Manager, Regulatory Intelligence and Insights	
Location:	National Office	
Salary Band:	Band 17	
Financial:	Nil	Delegation Level = Tier 5
People:	Direct Reports = nil	Delegation Level = Tier 5
Organisational Delegations:	Nil.	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Various teams and personnel who have a role in the intelligence cycle, including, but not limited to: <ul style="list-style-type: none"> - colleagues from the wider Triage, Analytics and Insights team and the Regulatory Enablement and Response group - staff in the Aviation Safety Operations Group - staff within the Aviation Security Group. 	<p>External:</p> <ul style="list-style-type: none"> • Functional intelligence networks connected across other Government Agencies and the broader intelligence community, so that our intelligence function is trusted and credible. • Industry groups and participants for collection and engagement purposes.
Essential requirement/s:	<ul style="list-style-type: none"> • Able to obtain and maintain a national security clearance to TOP SECRET. 	



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

- Use your thought-leadership to contribute strongly as a leading member of a small intelligence team to deliver the Civil Aviation Authority's intelligence operating model.
- Play a leading role in establishing and embedding the CAA's intelligence requirements,
- Play a leading role in promoting organisational-wide understanding of the CAA's intelligence requirements, through employing well developed stakeholder management skills. Build and maintain influence across relevant networks in CAA.
- Work collaboratively with others to formulate and deliver information collection plans that support the development of intelligence products.
- Employ your extensive experience of contemporary intelligence and risk management practices and methodologies to deliver high quality intelligence products. Products will provide a sophisticated understanding of the operating environment, the risks we regulate, system risks, the nature of the regulated parties and changes in the regulatory system and provide actionable assessments to inform and support decision makers.
- Drawing on your experience and utilising your thought-leadership, lead by example and mentor Intelligence Analysts in the team to further enhance our intelligence capability.
- Effectively communicate intelligence assessments – either written or verbally – and recommendations to a broad range of decision makers across the strategic, operational or tactical level, including senior decision makers.
- Credibly represent CAA, building and maintaining influence, at a senior operational/tactical level in joint agency intelligence activities, multi-agency responses under the CIMS framework, in engagements across other regulatory agencies, the New Zealand Intelligence Community and international aviation intelligence networks.

Competencies

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.



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: 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.

Skills and Experience

- A proven record of using high level critical thinking and intellectual curiosity to build subject matter expertise quickly which can then be relied upon and trusted.
- Among excellent written and verbal communication skills you also possess proven leadership skills in the development of intelligence products.
- Experience in producing and delivering under pressure, high quality written and verbal intelligence products to senior decision-makers, across the tactical, operational and strategic levels.
- Experience in cultivating significant influence among customers and stakeholders and credibly representing an intelligence function both internally and externally to enhance the functions reputation and the uptake of intelligence.
- Demonstrated thought-leadership in intelligence analysis and risk management, driving both the development of products and processes through to contributing towards the enhancement of the function itself.
- Extensive knowledge of, and experience in using, modern intelligence and risk management methodologies such as structured analytical techniques in the development of intelligence products. A proven ability to lead groups of analysts to develop products is a must.
- Sound understanding around the role of intelligence in a modern regulator.
- Knowledge of, or a keen interest to learn about, New Zealand’s aviation sector.
- Experience operating and leading in a complex and ambiguous environment while delivering high quality intelligence products, whether independently or as part of a team.
- Has a suite of formal intelligence training informing their tradecraft i.e. New Zealand Intelligence Diploma and other short courses.

