

Position Description

Senior Analyst, Research and Data

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 Information, Research and Analytics teams sits within the Regulatory Enablement and Response Group and is strongly connected with the Regulatory Intelligence and Insights Team to provide services that are crucial to the strategic objectives of the Civil Aviation Authority.

This includes being the channel through which information flows into the organisation, maintaining information sharing relationships with key external parties and agencies, formulating and delivering professionalised intelligence collection plans, data management, administration and integrity, CAA's event risk classification system, and providing key information, data analysis and research services to the wider CAA.

The Senior Analyst, Research and Data is an experienced professional with a senior level research and data analysis background and a proven track record of delivering high-quality data analytics and research products in a complex regulatory environment.

Key Dimensions

Group:	Regulatory Enablement and Response	
Team:	Triage Analysis and Insights	
Reports to:	Manager, Information, Research and Analytics	
Location:	National Office	
Salary Band:	Band 17	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = 0	Delegation Level = Nil
Organisational Delegations:	Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the 'Instrument of Delegation' document.	
Key Relationships:	Internal: • Triage, Assessment and Coordination team • Wider Regulatory Enablement and Response	External: • Other government and border agencies
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

- Collaborate with peers and others to actively contribute at a senior level to the outcomes of the Information, Research and Analytics team.
- Drive continuous improvements regarding the information, datasets and analytical processes that underpin the Civil Aviation Authority's analytic and reporting functions, including the Event Risk Classification System, the Integrated Reporting Framework, and self-service dashboards.
- Interrogate the Civil Aviation Authority's databases using advanced analytical methodologies and tools, including Structure Query Language (SQL), R, Power BI, ArcGIS, Databricks or Excel to meet a broad range of analysis needs.
- Delivering on enduring or ad-hoc analytic or research requirements with high-quality analytical or research products that can be relied on.
- Professionally representing CAA, engaging with industry partners, stakeholders, and other agencies, to develop and deliver research, analysis and insights that support aviation safety and security outcomes.
- Researching and analysing a broad range of information sources to provide key insights into complex trends, patterns of behaviour, or significant aviation safety or security related issues.
- Surface regulatory system risks through senior level research or structured analytical techniques, producing accurate and insightful reports to support decision makers and provide a reliable evidence basis for intelligence products.
- Coaching and mentoring less experienced research and data analytical staff, driving a continuous improvement in our capability.
- At a senior level, providing thought leadership and expertise to relevant technology projects.
- Working collaboratively with intelligence professionals to support the development of contemporary intelligence products at a strategic, tactical and operational level.
- Developing and maintaining professional networks across other Government Agencies.
- Enhanced credibility as a competent, modern, risk based, intelligence led regulator.
- Strong information sharing arrangements and networks across Government and the aviation sector.
- A strengthened ability to deliver CAA's strategic objective of being an intelligence led and risk-based regulator.
- Enhanced operational and tactical information management that focusses our regulatory efforts on the areas of most risk.
- High quality analysis and research that provides a sophisticated understanding of risks in the aviation system.



- Increased, and continuously improving, data quality that supports integrated data reporting, self-service dashboards, and the Civil Aviation Authorities reporting obligations.
- Cohesive, coordinated information processes and systems that drive efficiencies and make it easier to do business at or with the Civil Aviation Authority.

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

- Have attained a relevant academic qualification and demonstrated work experience in a similar role
- Demonstrated ability to manipulate relational databases using Databricks, SQL, VBA and or similar tools
- Experience contributing to the development and maintenance of data warehouses
- Strong analytical and problem-solving skills with the capacity to grasp new concepts easily
- Experienced user of data visualisation applications
- Interest in, and experience with, business systems and data manipulation
- Demonstrated passion for data analytics and continuous improvement

