

# Position Description

## Senior Analyst, Security Threats and Risks

*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 Senior Analyst, Security Threats and Risks is a senior practitioner who operates with autonomy to deliver high-quality, evidence-based threat and risk assessments that strengthen New Zealand’s civil aviation security system.

Working closely with, and in support of, the Principal Analyst, the role leads discreet workstreams, provides peer review and quality assurance of threat and risk analytical products. These will translate complex information into actionable advice that informs regulatory decisions, responses and future policy settings.

The role champions best practice tradecraft, contributes to the development and maintenance of the CAA National Threat Baseline Assessment and National Civil Aviation Risk framework, and builds trusted relationships across the national security system and with international partners.

This role may require travel and the requirement to stay away from home, and occasional work outside of standard business hours.

## Key Dimensions

<b>Group:</b>	Aviation Security	
<b>Team:</b>	Security Certification, Monitoring and Response	
<b>Reports to:</b>	Head of Security Certification, Monitoring and Response	
<b>Location:</b>	Wellington	
<b>Salary Band:</b>	17	
<b>Financial:</b>	Nil	Delegation Level = Nil
<b>People:</b>	Direct Reports = Nil	Delegation Level = Nil
<b>Operational Delegations:</b>	Obtain and hold competence to undertake delegated functions or powers and exercise them correctly and responsibly as outlined within the ‘Instrument of Delegation’ document.	
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>The Security Certification, Monitoring and Response team and other Aviation Security group colleagues</li> <li>Principal Advisor, System Risk Assessment</li> <li>Members of the CAA Leadership Team and their Leadership Teams</li> <li>Teams across CAA.</li> </ul>	<ul style="list-style-type: none"> <li>Equivalent roles in other regulatory, and other State sector agencies within New Zealand and internationally</li> <li>Ministry of Transport, New Zealand Police, New Zealand Intelligence Community.</li> <li>Other government agencies.</li> </ul>
<b>Essential requirement/s:</b>	<ul style="list-style-type: none"> <li>New Zealand citizenship with the ability to hold and maintain a security clearance to “Top Secret”</li> </ul>	

## 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

- Support key components of the implementation of the National Aviation Security Risk Framework, contributing to the development and refinement of tools, methodologies, and assessments that integrate effectively with CAA's regulatory systems and the wider national security and resilience architecture, while supporting the Principal Analyst in overall framework stewardship.
- Deliver high-quality, evidence-based threat and risk analysis that informs operational and regulatory decision-making, supports rapid response to emerging risks, and contributes to continuous improvement across regulatory practice and policy development.
- Conduct and, where appropriate, lead discrete research and risk assessments to evaluate the effectiveness of aviation security settings, monitoring approaches, and interventions, reducing risks to aviation security in alignment with national security priorities.
- Foster strong, trusted relationships and have engagement with domestic and international partners (as agreed) to enable effective information sharing, collaborative risk assessment, and coordinated threat-mitigation activities.
- Contribute to thought leadership across core areas of aviation security risk, demonstrating agility, professional judgement, and structured analytic tradecraft when responding to complex or rapidly evolving threats.
- Enhance CAA's situational awareness by monitoring international aviation security developments, identifying relevant trends, and assessing their implications for New Zealand's threat environment.
- Synthesise complex, multi-source information into well-reasoned, defensible assessments and recommendations that advance both aviation security and broader national security objectives.
- Produce high-impact written products and verbal briefings that clearly and persuasively communicate complex, sensitive or technical threat issues to senior leaders, regulatory decision-makers, and external partners.
- Mentor and support internal analysts and technical specialists, contributing to team capability uplift, strengthening analytical tradecraft, and ensuring the delivery of high-quality regulatory outputs.
- Represent CAA with credibility and professionalism in agreed external forums, providing authoritative subject-matter input on aviation security threats and risks and contributing to regulatory and system-resilience improvements, while escalating system-level positions to the Principal Analyst where appropriate.



## Core Competencies

### Get Smart – Knowledge & Context: Level 3 \*\*\*

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 3 \*\*\*

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 security threat and risk management, ideally within a regulatory or national security environment, with a strong capability in strategic-level analysis appropriate to a senior practitioner role.
- Proven experience working within the national security system, contributing to cross-agency initiatives and strategic threat assessments, and applying national security processes effectively.
- Demonstrated ability to lead complex workstreams or projects, using robust planning and project-management practices to deliver high-quality outputs within agreed timeframes.
- Advanced analytical and critical-thinking skills, with the ability to interpret complex, technical and sensitive information and produce well-reasoned, influential assessments and recommendations.
- Strong relationship-management and influencing skills, with a proven ability to build credibility and effective partnerships with domestic and international stakeholders.
- Experience contributing to capability development, including mentoring, coaching and supporting the growth of peers or junior analysts, and strengthening analytical tradecraft and team performance.
- Exceptional written and verbal communication skills, with the ability to translate complex ideas clearly and persuasively for diverse audiences, including senior leaders, regulatory decision-makers and external partners in both written products and briefings.

### It is desirable if the position holder has:

- A relevant tertiary qualification (minimum of a bachelor's degree) in security studies, political science, international relations, public policy, law, or related field.
- Strong understanding of the New Zealand machinery of government, including policy, regulatory and national security systems.
- Familiarity with the civil aviation legislative and regulatory framework, or the demonstrated ability to quickly acquire this knowledge.

