

Position Description

Senior Digital 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 Senior Digital Architect is responsible for leading design and implementation of solutions that deliver business outcomes, and align to enterprise architecture, CAA's frameworks and practices, and with Government functional group practices.

The Senior Digital Architect has a key role in shaping the technology infrastructure, by working collaboratively with stakeholders, colleagues, and SMEs, to ensure initiatives are informed by operational insights, are fit for purpose and meet operational needs. They consider and effectively manage competing priorities and conflicts when implementing solutions.

Key Dimensions

Group:	Digital Transformation and Technology	
Team:	Digital	
Reports to:	Manager, Digital Analysis and Architecture	
Location:	Wellington	
Salary Band:	Band 18	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Key Relationships:	Internal: - Digital Architects - Digital teams - Digital Transformation and Technology group - Business and system owners - SMEs	External: - Vendors/service providers - Cross Government functional groups
Essential requirement/s:	Nil	

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

- Provides advice and guidance to other team members.
- Leads the development of solution architectures in business, infrastructure and functional areas.
- Determines and documents architecturally significant decisions.
- Leads the development and delivery of projects and key pieces of work through the preparation of technical plans and application of design principles. Aligns solutions with enterprise and solution architecture standards (including security).
- Maintains an awareness of organisational issues, and Aviation trends, to gather intelligence on emerging technologies and to assess the impacts, threats and opportunities to the organisation and inform resolution options.
- Builds strong relationships across the Authority, and works collaboratively with stakeholders, to ensure initiatives are informed by operational insights, are fit for purpose and meet operational needs. Negotiates with stakeholders to manage competing priorities and conflicts.
- Uses data, insights and robust analysis to ensure the CAA's digital architecture and systems are fit for purpose and able to be measured.
- Reviews, verifies and improves detailed design specifications that form the basis for the construction of systems to ensure designs are fit for purpose.
- Engages with internal and external stakeholders to identify and evaluate alternative architectures and undertakes short-listing of options and feasibility assessment.
- Leads preparation of business cases including cost/benefit, impact and risk analysis for each option.

Domains of specialisation can include:

System Design

- Designs system components using appropriate modelling techniques following agreed architectures, design standards, patterns and methodology.
- Identifies and evaluates alternative design options and trade-offs. Creates multiple design views to address the concerns of the different stakeholders and to handle functional and non-functional requirements.
- Models, simulates or prototypes the behaviour of proposed system components to enable approval by stakeholders.

Data Modelling and Design

- Investigates enterprise data requirements based upon a detailed understanding of information requirements.
- Applies analysis, design and modelling techniques to establish, modify or maintain data structures and their associated components.
- Manages the iteration, review and maintenance of data requirements and data models.

Network Design

- Designs specific network components using agreed architectures, design standards, patterns and methodology.
- Translates logical designs into physical designs that meet specified operational parameters for capacity and performance.
- Reviews and verifies network designs against non-functional requirements, including validation and error correction procedures, access, security and audit controls.
- Contributes to the development of recovery routines and contingency procedures. Contributes to alternative network architectures, networking topologies and design options.



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

- Senior experience supporting digital design across complex organisations
- Proactive and effective management of internal and external relationships, using influencing and persuading techniques to build confidence and trust.
- Well-developed ability to critically analyse and interpret complex information and make effective, well-reasoned decisions.
- Proven design skills and experience in developing and maintaining design documentation
- Relevant tertiary/professional qualification or equivalent experience
- TOGAF certification and familiarity with the Government Enterprise Architecture NZ Capability Framework desirable
- Strong written and verbal communication skills

