

# Position Description

## Software Engineer

*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 Software Engineer is responsible for the design, development, implementation, maintenance, and support of software. This includes participating in the evaluation, implementation, configuration, testing, maintenance and support of third-party applications.

The Software Engineer provides advice and support to the business to ensure appropriate solutions are selected and implemented, considering policy, best practice and business needs.

They work with others across the Engineering & Testing team to design, build, test and implement changes which enhance operations and business performance.

This role requires participation in an afterhours support roster and response to critical incidents.

## Key Dimensions

<b>Group:</b>	Corporate Services	
<b>Team:</b>	Digital Delivery and Support	
<b>Reports to:</b>	Team Leader, Software and Data Engineering	
<b>Location:</b>	Wellington	
<b>Salary Band:</b>	Band 16	
<b>Financial:</b>	N/A	Delegation Level = Tier 5
<b>People:</b>	Direct Reports = N/A	Delegation Level = Tier 5
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"> <li>• Architects</li> <li>• Business Analysts</li> <li>• Tester</li> <li>• Engineers</li> <li>• Corporate Services Group</li> <li>• Managers and staff across CAA</li> </ul>	External: <ul style="list-style-type: none"> <li>• Vendors/service providers</li> <li>• </li> </ul>
<b>Essential requirement/s:</b>		

## 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

- Use application management software and tools to investigate issues, collect performance statistics and create reports.
- Identify and resolve issues with applications, following agreed procedures.
- Carry out agreed application maintenance tasks.
- Designs, codes, verifies, tests, documents, amends and refactors complex programs/scripts and integration software services.
- Provides technical expertise to enable the configuration of system components and equipment for systems testing.
- Collaborates with technical teams to develop and agree system integration plans and report on progress. Ensures that integration test environments are correctly configured.
- Applies agreed standards and tools to achieve well-engineered outcomes.
- Executes and records manual and automated testing in accordance with test plans.
- Participates in reviews of own work and leads reviews of colleagues' work.
- Assists in the definition and management of requirements.
- Assess and analyse release components. Provide input to scheduling.
- Contribute to the development of continuity management plans.
- Assess risks to the availability, integrity and confidentiality of systems that support critical business processes.
- Contribute to planning, designing, and testing of maintenance procedures and contingency plans.
- Take and respond to calls during rostered after-hours support periods.

## The Authority's Smart 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 1 ■□□

*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

- A relevant qualification, or equivalent experience in Software Development or related field.
- 2+ years' experience in a software engineering role or similar.
- Proven capability working with .NET (Framework and Core); Azure Devops, CI/CD pipelines; SQL Server.
- Knowledge of Angular; Power BI/SSRS; SilverStripe and PowerShell is advantageous.
- Experience in user experience design, business analysis, and requirement definition.
- Experience using automation tools and frequent, incremental code testing and deployment.
- Proven experience in the design of scalable cloud-based environments an advantage.
- Database administration skills are an advantage.

