Position Description

CAA
CIVIL AVIATION AUTHORITY
OF NEW ZEALAND
Te Mana Rererangi Tūmatanui o Aotearoa

Test Lead

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
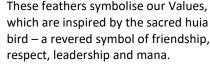
Integrity - *Me mahi tika*
We do the right thing

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 Test Lead is responsible for planning, design and execution of testing for digital services and projects; including test case development and execution (scripts, plans and procedures); ensuring acceptance testing occurs to provide business stakeholders confidence in the delivered solution.

They work collaboratively with members of the Digital team and business, system, information and data owners to understand requirements, support testing and agree acceptance criteria

Key Dimensions

Group:	Corporate Services	
Team:	Digital Delivery and Support	
Reports to:	Team Leader, Software and Data Engineering	
Location:	National Office, Wellington	
Salary Band:	Band 17	
Financial:	N/A	Delegation Level = Tier 5
People:	Direct Reports = Nil	Delegation Level = Tier 5
Key Relationships:	Internal: • Business Analysts • Digital Engineers • Business and System owners • Corporate Services group • Managers and staff across CAA	External: • xxx • xxx • xxx
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 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 the Team Leader, Software and Data Engineering with the implementation of the test strategy for the main and inter-related projects.
- Ensure adherence of testing methods and standards.
- Ensure that testing requirements are scoped, planned, and managed effectively.
- Create test cases using own in-depth technical analysis of both functional and non-functional specifications.
- Execute test cases, record, triage and analyse actions and test results.
- Maintain a defect register.
- Produce metrics to measure testing quality and progress.
- Highlight risks, issues, and assumptions identified during test planning and during test design or execution and communicate them to the Test Manager.
- Work closely with the project team to clarify test requirements during test planning, design, and execution.
- Support project handover to BAU.

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

- In depth knowledge of all aspects of software testing - testing techniques used to plan and execute tests (functional and non-functional) to verify that the change satisfies specified requirements and to detect errors.
- Experience in Agile testing and writing BDD test cases
- Proficient in Test Management techniques - principles, methods, techniques, and tools for the effective management of the testing process and the execution of tests throughout the lifecycle of development projects.
- Proven stakeholder management skills, with the ability to engage with all levels of an organisation.
- Strong Project Test Analyst skills, with the ability to foresee potential issues, and put in place mitigation strategies to reduce the likelihood of the issue impacting the project.

- Strong Quality Assurance and Testing industry knowledge. Knowledge of and experience with test tools. Able to estimate timeframes and deliver to them in project setting.
- Experience with Microsoft Azure environments.
- Excellent communication skills with the confidence to lead and guide teams focused on outcomes and quality results.
- Tertiary qualification in technology.