



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI

POSITION DESCRIPTION

Compliance and Policy Auditor

Unit/Branch, Directorate: Compliance & Risk, Office of the Director-General

Location: Wellington

Salary range: G \$68,724 - \$103,086

Purpose of position: The role is to lead in the assessment of GCSB's success at complying with the legislation and policies governing GCSB's operational activities and to provide recommendations and assistance to operational units that aids them to meet their legal and policy commitments.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our values are Respect, Commitment, Integrity and Courage

Office of the Director purpose: The Office of the Director-General supports the Director-General to lead the GCSB in achieving its operational and strategic goals, by providing advice and coordination of strategic policy, risk and assurance, compliance and legal activities.

The Office of the Director-General works in partnership with the Joint Directors-General office.

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Key accountabilities	Deliverables/Outcomes
<p>Audit reporting</p> <ul style="list-style-type: none"> • Conduct operational audits in accordance with the annual audit plan • Draft written audit reports for review by Senior auditor which include proposed recommendations • Consultation of draft reports with relevant managers that address identified areas of non-compliance, risk or inefficiency, as well as highlighting areas of good practice. Develop specialist knowledge in a given audit area in order to be able to deliver recommendations for improvement 	<ul style="list-style-type: none"> • Audits as programmed in the annual audit plan are completed • Feedback is provided to relevant operational managers • Recommendations are made to relevant Tier 2 managers • Inspector-General of Intelligence and Security receives audit reports in timely manner once relevant Tier 2 Manager has acknowledged recommendations
<p>Tracking and reporting of progress against audit recommendations</p> <ul style="list-style-type: none"> • Contribute towards development of an up-to-date list of recommendations which arise from the conduct of operational audits • Assist with development of regular reporting to the SLT of progress against audit plan 	<ul style="list-style-type: none"> • A full list of recommendations is maintained including records of acceptance by the relevant Tier 2 Manager • Input is provided to reporting for SLT as requested by the Senior Auditor or Manager Compliance and Risk
<p>Contribute towards the development of annual audit plan</p> <ul style="list-style-type: none"> • Contribute to development of an annual audit plan of mission activity that prioritises the assessment of all significant areas of compliance, including adherence to warrants, authorisations, internal policy and processes 	<ul style="list-style-type: none"> • Potential areas for operational audit are identified to Senior Compliance Auditor
<p>Investigation and Reporting</p> <ul style="list-style-type: none"> • Investigating compliance incidents as requested • Drafting of investigation reports including development of recommendations 	<ul style="list-style-type: none"> • Compliance surveys and investigations are conducted in a thorough and professional manner • Areas for improvement in training or through updates to policy are identified as part of investigations • Reporting is accurate, timely and delivered in an audience-appropriate manner to relevant managers, the Director-General and Inspector-General of Intelligence and Security
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work

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<ul style="list-style-type: none"> • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times 	<ul style="list-style-type: none"> • All requirements in the NZIC Health and Safety policy and procedures are met
Other duties	Any other duties that fall within the scope of the position

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Legal Team • Technology Directorate
External:	<ul style="list-style-type: none"> • New Zealand Government departments and agencies as necessary • New Zealand Security Intelligence Service Compliance and Risk Team

Person Specification	
Experience:	<ul style="list-style-type: none"> • Either of the following two specifications is essential for the role: <ul style="list-style-type: none"> • 3+ years' experience in operational role within GCSB or a similar organisation • Lead auditor qualification and 3+ years' experience in a lead auditor role within an operationally-focussed/operational organisation
Knowledge and Skills:	<ul style="list-style-type: none"> • Ability to understand complex technical issues • Knowledge of audit methodology and experience in conducting audit is desirable • A demonstrated interest in the development of compliance procedures at an operational and organisational level • Ability to build and maintain relationships at all levels • Excellent customer management skills

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	<ul style="list-style-type: none">• Able to prioritise and manage workload independently• Excellent written and oral communication skills• Capable of working under pressure• Excellent prioritisation under pressure
Qualifications and Courses:	<ul style="list-style-type: none">• Tertiary Degree in a relevant area, or equivalent level of learning through experience• ISO-9001 Lead Auditor qualification is desirable
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance

Changes to Position Description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 15/08/2019

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date: