



POSITION DESCRIPTION

Senior Compliance Advisor

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

Location: Wellington

Salary range: I \$93,497 - \$140,245

Purpose of position: This position exists to contribute to GCSB's success in complying with the legislation and policies relevant to activities undertaken by GCSB staff, as measured against the GCSB Compliance and Policy Frameworks. This will be achieved through leading the compliance team in the provision of advice and conduct of investigation.

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-General 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>Advice and Policy</p> <ul style="list-style-type: none"> • Leading in provision of compliance advice and supporting other compliance staff to deliver advice • Collaboration with the Legal team to ensure legal and compliance input into operational decisions (especially new/unique situations) • Identification of gaps in policy based on assessment of compliance incidents and development of compliance advice • Assist the operational policy team with development of compliance-related policy 	<ul style="list-style-type: none"> • Well-considered compliance advice is developed and provided by the compliance team in a timely manner and appropriately documented • All requests for advice on operational decisions are suitably consulted with the Legal team as required • Policies gaps are identified • Development of compliance-related policy is informed by compliance advice and investigation recommendations
<p>Investigation and Reporting</p> <ul style="list-style-type: none"> • Assessing and identifying compliance obligations • Supporting and monitoring of compliant behaviour and investigation of compliance incident • Review of compliance incident statistics to identify trends and inform both policy development and the development of the audit plan • Reporting to the Manager Compliance and Risk, Director Strategy, Governance and Performance, Inspector General Intelligence and Security, and internal managers on compliance-related matters • Reporting to the Director-General the findings and associated recommendations of formal surveys and investigations 	<ul style="list-style-type: none"> • All elements of a robust compliance framework are implemented throughout relevant areas of GCSB • Compliance surveys and investigations are conducted in a thorough and professional manner • Reporting is accurate, timely and delivered in an audience-appropriate manner
<p>Audit</p> <ul style="list-style-type: none"> • Conduct weekly query-based compliance audits checks as per the audit plan • Provide advice and support to auditors within the operational directorate • Contribute to development of a rolling risk-based audit plan of mission activity that assesses all significant areas of compliance, including adherence to warrants, authorisations, internal policy and processes 	<ul style="list-style-type: none"> • Compliance audits are conducted on a weekly basis of the audits conducted within the operational directorates to ensure that these are identifying any issues with the nature of that audit • Auditors within the operational directorates are supported with training, advice and guidance as necessary • Potential areas for more intensive audit are identified to the Manager Compliance and Risk

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<p>Training</p> <ul style="list-style-type: none"> • As part of investigation of compliance incidents and delivery of compliance advice, identify compliance training requirements and propose training solutions to Manager Compliance and Policy • Contribute toward the development and delivery of audience appropriate training in order to ensure adherence to the compliance obligations of the GCSB 	<ul style="list-style-type: none"> • Training requirements are identified based on compliance advice and investigation of incidents and plans are developed for the delivery of resultant training • GCSB compliance training is of a high quality and is delivered in an audience appropriate manner • Training is consistent with the requirements of legislation, policy and best practice
<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 • 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 • Follow GCSB's safety rules and procedures <p>Health and safety (for team):</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements in the NZIC Health and Safety policy and procedures are met
<p>Other duties</p>	<p>Any other duties that fall within the scope of the position</p>

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"> • Inspector-General of Intelligence and Security (IGIS) • New Zealand Security Intelligence Service Compliance team • New Zealand Government departments and

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	agencies as necessary
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Person Specification	
Experience:	<ul style="list-style-type: none">• 7+ years' experience in an operational role within the Intelligence community preferably within a GCSB directorate
Knowledge and Skills:	<ul style="list-style-type: none">• Knowledge of GCSB and Second Party compliance policy• Ability to conduct thorough investigations• A demonstrated interest in the development of compliance procedures at an operational and organisational level• Excellent customer management skills• Self-motivation• Excellent written and oral communication skills• Excellent prioritisation under pressure• Ability to understand complex technical issues• Experience in mentoring or leading staff is essential• Experience developing and delivering training is essential• Legal or compliance experience in GCSB or other government departments is desirable• Experience in representing operational or business fora within the intelligence community is desirable
Qualifications and Courses:	<ul style="list-style-type: none">• Tertiary Degree in a relevant area, or equivalent level of learning through experience• Compliance qualification is desirable.
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance

NZIC Competencies

In addition to the Person Specification above, competency standards which outline the development requirements of the position are set out under the NZ Intelligence Community (NZIC) Career Pathways framework. The Career Pathways framework enables progression within the job.

Full descriptions of progression competencies and an overview of the NZIC Career Pathways framework is available on appointment.

The position is aligned to the Frontline Leader competency framework.

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: