



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI



New Zealand
Security Intelligence
Service
Te Pā Whakamarumaruru

POSITION DESCRIPTION

Advisor Joint Directors'-General Office

Unit/Branch, Directorate:	Joint Directors'-General Office
Location:	Wellington
Direct reports:	Nil
Salary range:	G \$68,316 - \$102,474

Purpose of position:

The position of Advisor encompasses the following major functions or objectives:

- Support to Official Information Act and Privacy Act requests and support to the Minister through briefings and assistance with Parliamentary Questions;
 - Preparing the GCSB and NZSIS accountability documents, including Annual report, Four Year Plan, and information supporting the Estimates;
 - Policy advice to the Directors-General and work on short to medium-term projects;
 - Performance reporting, monitoring and measurement; and
 - A variety of other functions across the JDGO team as and when required.
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Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure.

Our values at the GCSB are Respect, Commitment, Integrity and Courage.

Our values at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware.

The Joint Directors'-General Office purpose: The Joint Directors'-General Office (JDGO) supports the Directors-General and the senior leadership teams of the NZSIS and GCSB, while working closely with a range of other Government agencies. The JDGO focuses on the oversight and management of all areas of strategic concern to the GCSB and NZSIS and assists with delivering the outcomes defined in the Joint 4 year plan and the strategic plans of both agencies. The JDGO encompasses teams which specialise in Communications, International Engagement, and Strategy, Performance and Policy.

The Joint Directors'-General Office works in partnership with the GCSB and NZSIS Offices of the Director-General.

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Key accountabilities	Deliverables/Outcomes
<p>Responding to Official Information Act and Privacy Act requests</p>	<ul style="list-style-type: none"> • Official Information and Privacy Act requests are processed in accordance with internal deadlines and response are provided within statutory requirements • The New Zealand Intelligence Community (NZIC) Senior Leadership Team is kept up to date with Official Information and Privacy Act requests through regular tracking of correspondence volumes, timeliness, progress and trends • Informed and accurate analysis and advice on requests made under the Official Information Act and Privacy Act is provided, and any risks or issues identified and appropriately managed • A high standard of assistance with investigations by the Ombudsman, Privacy Commissioner and Inspector-General of Intelligence and Security into decisions made on Official Information requests is given
<p>Ministerial Services</p>	<ul style="list-style-type: none"> • The Minister Responsible for GCSB and NZSIS receives timely, accurate and high quality briefings from the two agencies as required • The Minister’s office is well supported for Parliamentary Questions and other requirements • The Prime Minister, Minister for National Security and Intelligence and other Ministers are well briefed on matters relating to GCSB and NZSIS as appropriate
<p>Preparing the accountability documents for GCSB and NZSIS and providing input into the NZIC accountability documents</p>	<ul style="list-style-type: none"> • Contributes to accountability documents which meet the legislative requirements as set out in the Public Finance Act and Intelligence and Security Act • The documents meet the quality and timeliness standards set by the Manager • Relevant managers understand the timeframes and requirements of them to providing input into the documents • GCSB and NZSIS contributions into NZIC accountability documents are submitted on

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	time and to a high standard
Building and maintaining internal and external relationships	<ul style="list-style-type: none"> • Effective working relationships within the GCSB and NZSIS are built and maintained, as well as the wider NZIC • Effective relationships with external stakeholders are developed and maintained to support the GCSB's and NZSIS's requirements • The reputation of GCSB and NZSIS is positively viewed by other government agencies and key liaison stakeholders
Health and safety (for self)	<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
<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 	
Other duties	Any other duties that fall within the scope of the position

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<p>GCSB and NZSIS managers and staff – in particular:</p> <ul style="list-style-type: none"> • Senior Leadership Teams • Joint Directors'-General Office managers and staff • Directorate, Branch and Section Managers • Legal teams • Intelligence Community Shared Services
External:	<ul style="list-style-type: none"> • Other members of the NZIC • Key staff in Ministerial offices particularly the Minister Responsible for the GCSB and NZSIS,

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	<p>and the Minister for National Security and Intelligence</p> <ul style="list-style-type: none"> • Central agencies (The Treasury, SSC and DPMC) • Officials from other external agencies with oversight of governance and performance matters
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Person Specification	
Experience:	<ul style="list-style-type: none"> • Experience working within central government. Ideally a component of this should be in the area of Ministerial services and/or dealing with Official Information Act requests • Demonstrated ability to build and maintain highly effective relationships with internal and external stakeholders • Political awareness and an extensive knowledge of the machinery of government, including structures and processes, and public administration and public policy • Proficiency in handling, understanding, processing, analysing and communicating intelligence or similar information • Desirable - Knowledge of, or interest in, intelligence and security issues
Knowledge and Skills:	<ul style="list-style-type: none"> • Self-motivated, innovative and possessing enthusiasm and drive • Strong interpersonal skills with the ability to foster good stakeholder relationships through consultation and partnership • Highly developed oral and written communication skills, including the ability to present complex issues clearly, tailoring communications to meet audience needs • The ability to link several strands of information together and evaluate the different aspects and impacts of issues
Qualifications and Courses:	<ul style="list-style-type: none"> • A tertiary qualification, preferably at post-graduate level or equivalent training and experience
Specific Job Requirements:	<ul style="list-style-type: none"> • Ability to obtain and maintain a TSS security clearance

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NZIC Competencies

In addition to the Person Specification above, competency standards which outline the development requirements of the position are set out under the 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 Service Delivery and Engagement 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: 26/06/2018

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