



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI

POSITION DESCRIPTION

Engagement Manager

Unit/Branch, Directorate: Outreach & Engagement, Information Assurance and Cyber Security Directorate

Location: Auckland

Salary range: H \$77,711 - \$116,567

Purpose of position: Manage relationships with New Zealand Government agencies and critical national infrastructure owners in order to deliver cyber security services, liaison and outreach assistance.

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

Our values are Respect, Commitment, Integrity and Courage.

Information Assurance and Cyber Security Directorate purpose: The IAC Directorate contributes to the national security of New Zealand by providing technical advice and assistance to Government and organisations with significant national information infrastructures to enable them to protect their information from advanced technology-borne threats. To achieve this, the Directorate provides technical security inspections; high-grade encryption services; information assurance policy and advice; regulation of telecommunications & space activities; and high-end cyber security services to detect and respond to such threats.

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Key accountabilities	Deliverables/Outcomes
<p>Cyber Security consultancy services and related Information Assurance (IA)</p> <ul style="list-style-type: none"> • Establishes, builds and maintains highly effective working relationships with internal and external stakeholders • Acts as the key communication conduit between external agencies and GCSB, ensuring information flows appropriately and all parties are actively engaged • Works collaboratively with managers and key staff across GCSB to provide advice to Government departments, agencies and significant national organisations through promoting national policy and the provision of expert IT security advice and assistance avoiding duplication of effort and expense • Maintains situation awareness of cyber security issues and threats and takes action to keep Government departments, agencies and significant national organisations informed as appropriate • Takes action to educate the security communities of interest to raise security awareness of cyber security and IA issues in Government or significant national organisations as required • Advocates for the establishment, maintenance, promulgation and take-up of national policy and standards 	<ul style="list-style-type: none"> • Government departments, agencies and significant national organisations’ operators are provided with actionable and timely policy and advice. • GCSB is seen as a credible source of information and positive security advice and Government departments, agencies and significant national organisations’ operators actively seek advice and support • GCSB is invited to provide cyber security education • Job holder has established close working relationships with others responsible for the development of the Protective Security Requirements Framework and ensures that cyber security advice to government agencies is joined-up, relevant and timely
<p>Liaison with international and domestic partner agencies, IT security community and industry</p> <ul style="list-style-type: none"> • Maintain an awareness of partner policies and standards • Coordinating education events and forums such as the Security Information Exchange Forums • Maintaining a general awareness of the IT security posture of the industry players • Monitor business and external drivers that are likely to impact GCSB/NCSC business. • Maintain and enhance awareness of technology trends likely to impact on GCSB/ NCSC business 	<ul style="list-style-type: none"> • Secure Information Exchanges provide an effective forum for relevant information exchanges, leading to collaboration to address emergent threats • Strong networks are developed and maintained to advance organisational aims. GCSB/NCSC has a clear understanding of the IT security concerns of industry and community, and knows where IT security risks lie • Successful identification of future technology, significant national organisations or business environment changes that impact on GCSB/NCSC

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	<p>business</p> <ul style="list-style-type: none"> • Provision of expert opinion and proposal of solutions in response to identified GCSB/NCSC business gaps or problems
<p>Contribute to the execution of the IACD Plan</p> <ul style="list-style-type: none"> • Promoting cross-team collaboration through the execution of the IACD Plan and support for exchanges between different IACD business units • Participating in both functional (specific skill-sets) and cross-functional (mixed skill-sets) IACD teams at the request of the IACD Executive Team and Leadership Group 	<ul style="list-style-type: none"> • Contributing through participation in cross-functional IACD teams to the development, refinement and execution of the plan • Customer feedback suggests that the plan is having a positive effect on IACD's performance through the creation of an improved operating model • Confident about and responsible for proposing amendments to the plan and ensuring that they are enacted
<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 	<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
Other duties	Any other duties that fall within the scope of the position

Position delegation

Financial delegation:

None

Key stakeholders

Internal:

- New Zealand Intelligence Community
- NZ Government departments and agencies
- NZ significant national organisations
- As necessary, other private or commercial organisations with cyber security interests

External:

- Outreach and Engagement Management staff
- GCSB staff

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Person Specification	
Experience:	<ul style="list-style-type: none">• Experience with enterprise information technology, preferably in relation to cybersecurity best practice• Experience working and interacting within a corporate environment
Knowledge and Skills:	<ul style="list-style-type: none">• Sound working knowledge of frameworks, processes and methodologies that contribute to excellent client engagement• Highly developed communication skills• Strong relationship management skills• Experience as a security consultant is desirable• Experience using web based tools for customer engagement is desirable• Corporate risk management experience is desirable• Experience with network assessment is desirable• Experience with network administration is desirable• Experience as a customer relationship manager is desirable• Programme or project management experience is desirable
Qualifications and Courses:	<ul style="list-style-type: none">• Tertiary level qualification (Bachelor level) or equivalent• Tertiary papers in computer science, information security or information assurance is desirable• Professional computing/networking qualification, e.g. in computer networking, or systems administration is desirable• Professional information security certification is desirable
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance

NZIC Competencies



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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 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: 2/08/2018

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