

UNCLASSIFIED



GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Senior Organisational Development Advisor

**Unit/Branch, Directorate:** People and Capability (P&C)  
Intelligence Community Shared Services

**Location:** Wellington

**Salary range:** I \$90,366 - \$135,548

---

#### **Purpose of position:**

The Senior Organisational Development (OD) Advisor is responsible for undertaking the design, development and implementation of organisational development programmes, projects and initiatives that support and contribute to the achievement of the GCSB, NZSIS and People and Capability strategies.

---

**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

---

**IC Shared Services purpose:** The Intelligence Community Shared Services (ICSS) is a trusted partner of the New Zealand Security Intelligence Service (NZSIS) and Government Communications Security Bureau (GCSB) enabling the achievement of individual and joint agency strategic and operational outcomes.

We provide expert advice, guidance and business support in the professional fields of people and capability, finance, facilities, security, and procurement.

**BEYOND  
ORDINARY**  
We are. **Are you?**



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

UNCLASSIFIED

**UNCLASSIFIED**

Key accountabilities	Deliverables/Outcomes
<p>Undertake the design, delivery and evaluation of organisational development and workforce management programmes and initiatives that actively support and contribute to enhancing organisational performance within the GCSB and NZSIS</p>	<ul style="list-style-type: none"> <li>• Develop an annual Organisational Development Plan that aligns and supports the People &amp; Capability Annual Business Plan and strategic outcomes of the GCSB and NZSIS</li> <li>• Organisational Development Annual Plan is successfully delivered on time, within budget and to the agreed standard and outcomes</li> <li>• Programme initiatives are monitored and reported against agreed milestones, including the impact of new initiatives and programmes post implementation and adapting programmes where necessary to ensure that desired outcomes are achieved</li> <li>• Systematic and evidence based approach taken to the development and delivery of OD programmes and initiatives</li> <li>• Improved engagement of employees reflected in on-going culture change</li> <li>• Business Cases and/or Plans for all proposed strategies, initiatives and programmes show a clear link to the GCSB and/or NZSIS strategy and objectives, and clearly detail the business impact, financial implications, benefits and expected outcomes and/or deliverables</li> </ul>
<p>Development of organisational development frameworks and supporting tools and resources</p>	<ul style="list-style-type: none"> <li>• OD frameworks meet requirements and provide effective guidance for managers and staff</li> <li>• Development of supporting tools, material and resources that fully support OD programmes and initiatives</li> <li>• Contribute to the development of policies that support OD programmes, initiatives and frameworks</li> <li>• Works collaboratively with managers and staff to gain their input and acceptance of OD programmes and initiatives</li> </ul>
<p>Working effectively as a member of project teams or leading projects and events</p>	<ul style="list-style-type: none"> <li>• Manages and contributes to projects effectively and efficiently to ensure projects are delivered on time and to the expected standards</li> <li>• Provide advice and quality assurance on OD related opportunities</li> <li>• Use experience and knowledge of the OD function to provide effective advice on methods, techniques and tools for various</li> </ul>

**BEYOND  
ORDINARY**  
We are. **Are you?**



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

**UNCLASSIFIED**

	<p>initiatives</p>
<p>Undertake relevant research that contributes to Organisational Development and implementation</p>	<ul style="list-style-type: none"> <li>• Identify manage and co-ordinate research projects relevant to Organisational Development</li> <li>• Researches organisational needs, relevant theories, trends and best practice externally and ensures effective approaches are applied across all initiatives</li> <li>• Works with key stakeholders on research design</li> <li>• Produces well researched reports and recommendations</li> <li>• Work with external research providers as required</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Working with the Manager Strategy &amp; Capability and other People &amp; Capability team members to successfully implement new organisational development programmes, initiatives and policies</li> </ul>	<ul style="list-style-type: none"> <li>• OD programmes and initiatives result in buy-in and ownership from the organisation</li> <li>• Coaching, advice and support to GCSB and NZSIS managers in OD related activities is successfully provided, at the right level of influence</li> <li>• Managers and P&amp;C team members are actively engaged in OD work programme development</li> <li>• Develops and maintains appropriate working relationships with internal and external stakeholders</li> <li>• Demonstrates willingness to meet the expectations and requirements of internal customers</li> <li>• Work with managers to understand workforce needs and ensures these are considered in all areas of OD</li> <li>• Participate effectively as a P&amp;C team member</li> </ul>
<p>People leadership and management</p>	<ul style="list-style-type: none"> <li>• Ensure team members understand the requirements of their work, and are equipped with tools and training required for successful performance and effective decision making</li> <li>• The team works collaboratively and co-ordinates effectively with other GCSB and/or NZSIS teams and partner agencies</li> <li>• Effectively lead, develop, coach and manage employees and positively influence their progress towards successful results</li> </ul>

**UNCLASSIFIED**

	<ul style="list-style-type: none"> <li>• Staff have meaningful development plans and receive regular feedback on progress</li> <li>• Employee issues (including non-performance) are successfully addressed</li> <li>• Effectively manage workloads within the OD team to ensure they are equitable and appropriate to individual skill sets and levels</li> <li>• Model the principles of security and GCSB Values in all aspects of work</li> <li>• Commitment to exploring opportunities for continuous improvement</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> <li>• <b>Follow</b> GCSB's safety rules and procedures</li> </ul> <p><b>Health and safety (for team):</b></p> <ul style="list-style-type: none"> <li>• Inform, train and equip staff to carry out their work safely</li> <li>• Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>• Assess all hazards promptly and ensure they are managed</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>
Other duties	Any other duties that fall within the scope of the position

<b>Position delegation</b>	
Financial delegation:	None

**UNCLASSIFIED**

<b>Key stakeholders</b>	
Internal:	<ul style="list-style-type: none"> <li>• People &amp; Capability team members</li> <li>• GCSB and NZSIS managers</li> <li>• Staff networks</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Counterparts within the wider New Zealand Intelligence Community and central government agencies, including State Services Commission; and private sector</li> <li>• External OD experts</li> <li>• Human Resources Institute of NZ</li> <li>• Other partner intelligence agencies as required</li> <li>• External networks (Human Rights Commission, Rainbow Tick, etc)</li> <li>• External consultants</li> </ul>

<ul style="list-style-type: none"> <li>• Person Specification</li> </ul>	
Experience:	<ul style="list-style-type: none"> <li>• Demonstrated relevant experience in the design, development and end to end delivery of OD projects in all areas of organisational development including Workforce Planning, Organisational Design, Capability Development, Leadership Development, Change Management, Succession Planning and Talent Management, Employee Engagement and Diversity</li> <li>• Project management experience</li> <li>• Proven track record in the development and end to end delivery of OD programmes and initiatives that improve organisational performance and employee engagement</li> <li>• Experience in managing and motivating a high performing team</li> </ul>
Knowledge and Skills:	<ul style="list-style-type: none"> <li>• Proven knowledge of best practice organisation development methodologies</li> <li>• Well-developed ability to analyse and interpret complex information and make effective, well-reasoned decisions</li> <li>• Research experience</li> <li>• Understanding of the future of HR and delivering the ultimate employee experience aligned to organisational culture</li> <li>• Proven ability to effectively utilise</li> </ul>

**BEYOND  
ORDINARY**  
We are. **Are you?**

## UNCLASSIFIED

	<p>consultative and influencing techniques</p> <ul style="list-style-type: none"><li>• A high level of accuracy and attention to detail</li><li>• Proven ability to work independently using sound judgement and initiative; and collectively within a team environment</li><li>• Professional customer orientation with a strong commitment to providing a high standard of customer service</li><li>• Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively managing changing priorities</li></ul>
Qualifications and Courses:	<ul style="list-style-type: none"><li>• A relevant tertiary qualification in HR or OD, or an equivalent level of relevant knowledge and experience</li></ul>
Specific Job Requirements:	<ul style="list-style-type: none"><li>• Ability to obtain and maintain a TSS security clearance</li></ul>

### 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: 31/10/2018

**BEYOND  
ORDINARY**  
We are. **Are you?**



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

UNCLASSIFIED

UNCLASSIFIED

**Signatures**

Manager's Name

Signature

Date:

Employee's Name

Signature

Date:

**BEYOND  
ORDINARY**  
We are. Are you?



New Zealand Intelligence Community  
*Te Rōpū Pārongo Tārehu o Aotearoa*  
nzic.govt.nz