



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Human Resources (HR) Partner

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

Location: Wellington

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

Purpose of position: To act as an HR partner, typically to Tier 2 Senior Managers in designated customer groups within GCSB and NZSIS (the Agencies) by embedding P&C strategies into the business, and by providing professional HR guidance and support within these Agencies, with the objective of adding value to the business.

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 Government Communications Security Bureau (GCSB) and New Zealand Security Intelligence Service (NZSIS) 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

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Key accountabilities	Deliverables/Outcomes
<p>Working as a strategic partner with the business (Represent the business to P&C and P&C to the business)</p> <ul style="list-style-type: none"> • Creates a two way relationship with customers to: <ul style="list-style-type: none"> ○ enable a stronger contribution to the business from P&C ○ use business insights to drive change in people management practices ○ broker specialist support from P&C teams. • Actively participates in both the development of business strategies and business planning for their customer group, and the development of P&C strategies and business planning by: <ul style="list-style-type: none"> ○ understanding the business, its processes and business trends and needs ○ understanding the link between P&C strategy and business strategy and providing the business intelligence to ensure that the P&C strategy is aligned with and supporting the business strategy ○ facilitating the identification, prioritisation, and building of organisational capabilities, behaviours, structures, and processes 	<ul style="list-style-type: none"> • A platform has been provided with customers for P&C to influence behaviours and build capability across the Agencies. • Customers have clarity about how they engage with P&C. The HR Partner has the primary relationship and is the first point of contact with people managers typically at Tier 2 within their designated customer group. • P&C plans are implemented with a clear linkage and support to overall business strategy.
<p>Undertaking effective stakeholder engagement and relationship management</p> <ul style="list-style-type: none"> • Demonstrates commitment to fostering relevant engagement at all levels of the Agencies and within P&C. • Develops and maintains effective working relationships with key internal and external stakeholders, acting in a manner which is consultative, non-territorial and collegial. • Effectively communicates with the P&C team to work in synchronisation with P&C as a whole, and the other parts of the business. • Develops and maintains strong internal and external networks in order to keep them informed and share knowledge. 	<ul style="list-style-type: none"> • Key stakeholders feel engaged in HR initiatives and supported in their business. • Effective and productive relationships are built and maintained throughout the business, at the right level of influence. • P&C is viewed as joined up/connected from a stakeholder perspective. • Learnings are effectively communicated and shared across functions to facilitate continuous improvement within P&C and the wider organisation.
<p>Providing sound and consistent HR advice to people managers in their portfolio and</p>	

<p>ensuring P&C delivery excellence.</p> <ul style="list-style-type: none"> • Ensures that P&C services are provided as appropriate to internal customer needs • Identifies new opportunities where P&C can add value. • Maintains leading edge knowledge of HR issues and best practice. • Reviews and benchmarks the internal and external environments to improve the P&C policies and initiatives to enhance overall organisational performance. 	<ul style="list-style-type: none"> • Work is focussed on transformational activity rather than transactional. • P&C services meet the needs of internal customers. • Effective coaching and support is provided to senior managers in the designated customer portfolio.
<p>Leading, managing and overseeing the work of the HR Advisor(s)</p> <ul style="list-style-type: none"> • Provides leadership and guidance to the team including setting direction and establishing clear work programmes. • Coaches, mentors and supports direct reports in their roles to develop skills and capabilities. • Builds a performance culture where team members are encouraged to excel and are focused on delivering results. • Builds a customer service delivery culture. 	<ul style="list-style-type: none"> • Seamless P&C services are provided to all areas of the Agencies. • The HR Advisor provides effective and timely advice and support within their own portfolio as required, or directs the query to the appropriate part of the P&C team for delivery of the appropriate service.
<p>Supporting the Strategy and Capability Team in the effective design, development, and implementation of organisational frameworks, policies, processes and toolkits.</p> <ul style="list-style-type: none"> • Develops and implements tailored solutions for their customer base within established organisational frameworks. • Leads and manages change, including organisational and job design, within the broad parameters set by the Strategy and Capability Team. • Actively participates in workforce planning, supporting senior management in forecasting and planning the talent pipeline requirements in line with their function/ business strategy, and including career development and career boards, and talent management. • Provides advice on the development, and support to the implementation of HR policies and processes within area of responsibility. • Actively supports the established performance management processes. • Actively participates and provides guidance in established remuneration and rewards processes to ensure reward decisions are 	<ul style="list-style-type: none"> • There is business alignment with the overall strategic direction of the organisation and delivery of the workforce strategy. • Change management and organisational development strategies are appropriately designed and applied. • Structures reflect sound organisational design principles. • A robust local talent pipeline is built. • Influences and assists organisational change initiatives in support of business strategies. • A health, safety, wellbeing and diversity culture is embedded in the workplace and managers are supported in their responsibilities through timely advice. • A high performance culture is created, by guiding senior managers in the effective application of performance management strategies, policies and procedures resulting in honest and regular performance management discussions, and regular and timely written reports. • The Agencies' reward strategy is well

<p>fair, objective and meet organisational needs.</p> <ul style="list-style-type: none"> • Drives effective learning and development including leadership development and the cascading of a leadership and coaching culture through the organisation. • Develops proposals and business cases to effectively support business needs which fall outside of established policies and procedures. • Contributes at a high level to the development and maintenance of relevant P&C policies and procedures to ensure P&C practice complies with best practice, relevant legislation and supports the Agencies' strategies. • Actively contributes to the development of HR reporting, data and trend analysis to meet customer and P&C needs. 	<p>understood, communicated, and applied.</p>
<p>Applying effective employee relations practices in order to create a positive, ethical, effective work environment.</p>	<ul style="list-style-type: none"> • Effective and cost effective employee relations activities are undertaken. • Understands employee opinions, monitors the effect of business decisions on people, and advises senior management on addressing employee concerns.
<p>Supporting Sourcing initiatives to ensure the best outcome for their designated customer portfolio.</p>	<ul style="list-style-type: none"> • Attraction and retention of outstanding candidates for vacancies and secondments.
<p>Providing constructive feedback and timely input on systems, process, policy and procedures improvements within the P&C team.</p> <p>This may include supporting the Operations and Improvements team in the effective implementation of HR policies, procedures, and practices, both personally and by people managers within their own customer group.</p>	<ul style="list-style-type: none"> • Improved processes, systems, policies and procedures in delivering P&C services. • All people processes are operating efficiently.
<p>Contributing to building and developing capability across the organisation in their own area of expertise.</p>	<ul style="list-style-type: none"> • Effective coaching and support is provided on the incumbent's area of expertise within both P&C and the designated customer portfolio.
<p>Working effectively and constructively across the entire P&C team, ensuring effective sharing of relevant information and a high level of communication.</p>	<ul style="list-style-type: none"> • The entire P&C team is appropriately informed and communicated with on areas of relevance to their work.
<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 • 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"> • All requirements in the NZIC Health and Safety policy and procedures are met
<p>Other duties and projects as required</p> <ul style="list-style-type: none"> • Completes to a high quality and in a timely manner all other duties which are requested, including participation in P&C projects 	<ul style="list-style-type: none"> • Participates effectively as a P&C team member

Position delegation

Financial delegation:

None

Key stakeholders

Internal:

- People and Capability team members
- Tier 2 leaders, primarily in the designated customer group (e.g. Deputy Directors (DDs), Associated Directors (ADs), and other Senior Managers)
- Managers and Team Leaders in GCSB
- Staff Associations

External:

- Central Government Agencies
- HR and OD peers in both the public and private sectors, including the wider Intelligence Community
- State Services Commission

Person Specification

Experience:

- Experience operating at a strategic level in a



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	<p>medium sized organisation</p> <ul style="list-style-type: none"> • Extensive experience across the Human Resources function at a senior level on a consultative and partnership basis • Demonstrated experience in contributing to significant organisational change initiatives • Proven people management and functional leadership experience
Knowledge and Skills:	<ul style="list-style-type: none"> • Proven relationship management experience, including the ability to establish and maintain effective working relationships across all levels of an organisation • Ability to develop clear, actionable steps from the overall strategy • Experience in implementing new initiatives and rolling out new ways of working • Highly effective planning and organising skills, including time management and prioritising within a complex work environment with competing priorities • Strong customer orientation with demonstrated experience in providing high quality and timely customer service • Demonstrated problem-solving skills with the ability to think strategically and laterally to make effective recommendations • Proven ability to work independently using sound judgement and initiative • Proven ability to work collectively as part of a team to achieve successful outcomes • Demonstrated ability to influence and persuade others to accept a view, argument or action that promotes organisational success and achievement • Excellent written and oral communication skills, including well developed facilitation and presentation skills • Self-motivated, agile, adaptable and flexible
Qualifications and Courses:	<ul style="list-style-type: none"> • An HR degree, or an equivalent level of relevant HR knowledge and experience
Specific Job Requirements:	<ul style="list-style-type: none"> • Ability to obtain and maintain a TSS security clearance • Ability and willingness to travel outside of the Wellington area, when required.

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 People Leader competency framework.

Diversity and Inclusion

The GCSB and NZSIS recognises that our success requires us to have a workforce that reflects the community we serve and diversity in its widest context – where all people, regardless of difference are valued and respected.

One way we show our inclusion of those with diverse sexual and gender identifies is with a Rainbow Tick accreditation which we proudly received in 2019.

We are committed to building a workplace where we can say we have achieved – *He waka eke noa* – a canoe which we are all in with no exception.

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: 4/09/2019

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