



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Analysis and Reporting Manager

Branch, Directorate: Engagement Analysis and Reporting Branch, Intelligence Directorate

Location: Wellington

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

Purpose of position:

The Analysis and Reporting Manager is responsible at the operational level for leading and managing Strategic Analysis and Reporting team activities to ensure the secure, efficient delivery of NZSIS operational security and intelligence objectives.

This role is responsible for identifying customer requirements, strategic analysis, reporting and publication and dissemination of intelligence product, managing the relationships with customers of NZSIS intelligence products, and leading NZSIS' support to major events and intelligence and security support relating to mass arrivals.

This position is also responsible for providing leadership and technical guidance to direct reports including effective management of their development and performance.

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

Our values are Collaborative, Courageous, Positive, Driven and Self-aware

Intelligence Directorate purpose:

The Intelligence Directorate (ID) of NZSIS provides secret intelligence and intelligence assessments to help meet the security and intelligence collection requirements of New Zealand as articulated in the New Zealand Intelligence Community (NZIC) Joint Statement of Intent (JS01). ID is focused on protecting New Zealand from harm and providing decision makers with unique and otherwise inaccessible information that is timely, useful and relevant. To achieve this ID includes investigative, collection and analytical functions in support of domestic security and foreign intelligence requirements.

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Key accountabilities	Deliverables/Outcomes
<p>Lead the delivery of the Strategic Analysis and Reporting function including:</p> <ul style="list-style-type: none"> • The production of strategic analysis reporting • The publication and dissemination of intelligence products to external customers • Owning operational level relationships with external customers of NZSIS intelligence products • Leading NZSIS' security support to major events • Leading NZSIS' intelligence and security support regarding mass arrivals 	<ul style="list-style-type: none"> • The strategic analysis work programme is comprehensive and coordinated with relevant internal teams and external agencies, including DPMC, to meet customer requirements. • Strategic analysis products are timely, of a high standard, produced in line with international best practice methodology, and have a significant impact on customers' work. • There is a high level of engagement and collaboration with external customers to ensure their intelligence outcomes and requirements drive the work of all relevant NZSIS teams. • NZSIS customer engagement is consistent with the approach taken by other NZIC agencies, and collectively enhances our value and reputation. • Strong relationships are developed and maintained with operational managers and staff in all external customer agencies regarding intelligence outcomes, requirements and priorities. • NZSIS makes a strong contribution to the Major Events Security Committee (MESC) and significantly enhances the security of all relevant major events. This includes attendance as the NZSIS lead at Security Working Groups (in New Zealand and overseas) relating to major events, and coordinating NZSIS' collective support (e.g. the deployment of liaison officers) to major events. • NZSIS makes a significant contribution to mass arrivals planning, including through the Mass Arrivals Working Group, and has relevant plans and SOPs in place to respond to mass arrival events.
<p>People leadership and management</p>	<ul style="list-style-type: none"> • Efficient and secure delivery of all activities undertaken in pursuit of NZSIS security and intelligence objectives. • Ensure that team members understand the technical requirements of their work, and are equipped with tools and training required for successful performance and effective operational decision making. • The team works collaboratively and co-ordinates effectively with other NZSIS teams and partner agencies on operational matters.



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Key accountabilities	Deliverables/Outcomes
	<ul style="list-style-type: none"> • Effectively lead, develop, coach and manage employees and positively influence their progress towards successful results. • All team members have meaningful development plans and receive regular feedback on progress. • Employee issues (including non-performance) are successfully addressed. • Personal development opportunities are identified and pursued with team staff. • Effectively manage workloads to ensure they are equitable and appropriate to individual skill sets and levels. • Ensure new staff are welcomed into the team and a complete and comprehensive induction is undertaken. • Model the principles of security and NZSIS values in all aspects of work. • Commitment to exploring opportunities for continuous improvement. • Effective operational risk management. • All work is completed in accordance with NZSIS policy and relevant legislation. • Create and maintain a positive culture.
<p>Contribution to the successful implementation of strategic plans/policy</p>	<ul style="list-style-type: none"> • Constructive contributions are made to NZSIS and NZIC policy and strategy projects as required. • Directorate, Group, and Unit strategies are championed and effectively implemented at the operational level through the development and implementation of team plans. • Input is provided into operational training courses as required. • The team work plan is developed, maintained and prioritised in line with Unit and team requirements. • All staff are aware of how they contribute to the achievement of strategic goals.
<p>Management of key operational partnerships</p>	<ul style="list-style-type: none"> • Emphasis on ensuring that working relationships with key NZSIS partners and GCSB colleagues are initiated, enhanced and maintained. • Effective relationships with external stakeholders are developed and maintained to support NZSIS's purpose at an operational level.



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Key accountabilities	Deliverables/Outcomes
	<ul style="list-style-type: none"> • The reputation of NZSIS is positively viewed by key liaison stakeholders. • The manager is kept informed of relevant issues that have an impact on team and unit outputs
Risk management	<ul style="list-style-type: none"> • All team activities take account of security, operational and organisation reputational risk and these risks are managed to approved standards and escalated to the Unit Manager where appropriate. • All operational activities are consistent with NZSIS legally mandated role and functions.
<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 NZSIS’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.
Other duties	<ul style="list-style-type: none"> • Any other duties that fall within the scope of the position.

Position delegation	
Financial delegation:	Level 4

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Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Staff at all levels of NZSIS • ICSS
External:	<ul style="list-style-type: none"> • New Zealand Intelligence Community partners, esp. GCSB (report production and customer relations managers and staff) and the National Assessments Bureau (NAB) within DPMC. • Counterparts within the wider New Zealand Intelligence Community and all government agencies if and when required. • Intelligence customers (managers and staff) in all NZ Government departments. • Other partner intelligence agencies and law enforcement organisations as required. • Other relevant public or private sector organisations as required.

Person Specification	
Experience:	<ul style="list-style-type: none"> • Extensive professional intelligence (or related) experience post qualification. • Proven leadership ability and/or experience in leading a team. • Demonstrated planning experience and provision of operational risk management and guidance. • Proven experience in building and maintaining positive and productive work relationships.
Knowledge and Skills:	<ul style="list-style-type: none"> • Well developed interpersonal, verbal and written communication skills, including the ability to present complex issues clearly, tailoring communications to meet audience needs. • Sound problem solving ability. • Judgement and initiative in dynamic situations.
Qualifications and Courses:	<ul style="list-style-type: none"> • A tertiary or professional qualification (at least equivalent to Bachelors) or demonstrated equivalent intellectual capability to apply specialised field of applied knowledge / knowledge base. • A related intelligence or analytical course qualification or experience.
Specific Job Requirements:	<ul style="list-style-type: none"> • A strong customer service ethic with the ability to foster good stakeholder relationships.



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	<ul style="list-style-type: none">• Pro-actively and efficiently manages workload, priorities and time.• Self-motivated, innovative, possessing enthusiasm and drive.• Demonstrates resilience under pressure and an ability to identify and assess risk, and making sound operational decisions.• Demonstrated high levels of integrity and an ability to 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 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 NZSIS 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: 27/08/2018

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



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