



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Information Management Advisor

Unit/Branch, Directorate: Capability Directorate

Location: Wellington

Direct reports: Nil

Salary range: F \$58,500 - \$87,750

Purpose of position:

The purpose of the Information Management Advisor is to provide information, records, and data management advice and services; including providing input and support for the ongoing development and implementation of NZSIS information, records and data management strategy, policy, processes and systems.

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

Capability Directorate purpose:

The Capability Directorate is charged with ensuring the NZSIS *stays ahead of the curve* through smart investment of products and services and to strategically think about the requirements of the future. We support the implementation of the NZSIS Operational Strategy by assisting the Service to identify and develop organisational capabilities that meet today's needs and position the NZSIS to achieve our goals into the future. Our core focus is on partnering with, and supporting, internal customers. We take a 'one agency' approach. We're not successful unless the whole NZSIS is successful.

Our mission: Delivery for today. Preparing for tomorrow.

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Key accountabilities	Deliverables/Outcomes
<p>Provide professional advice on information, records and data management</p> <ul style="list-style-type: none"> • Advising on mandatory information management and recordkeeping requirements for information and data systems and how these can be implemented • Providing advice on information architecture to enhance the discovery and use of information and data assets • Providing advice on the migration and disposal of information and data and assisting with the decommissioning of systems 	<ul style="list-style-type: none"> • The organisation is able to derive maximum operational and business value from IM assets while meeting legislative compliance obligations • Information and data systems support compliance with relevant legislation and NZSIS policies and procedures
<p>Develop and maintain the IM framework</p> <ul style="list-style-type: none"> • Contributing to the development of effective information, records and data management strategies • Contributing to the development of information, records and data management policies, guidelines and practices • Maintaining an up-to-date inventory of information assets • Implementing a retention and disposal schedule for NZSIS • Contributing to internal information audits and surveys to monitor compliance and support continuous business improvement • Assisting with independent audit processes 	<ul style="list-style-type: none"> • Staff understand information management responsibilities in order to comply with NZSIS policy and procedures • Information assets are captured, codified, tracked, declassified and disposed of appropriately, in accordance with relevant legislation and mandated policies • Information, its status and relationship to other information, can be discovered easily • Partner information is managed in accordance with international requirements • Oversight and regulatory bodies are provided with full, accurate and timely information
<p>Electronic Information Management (ECM) Services</p> <ul style="list-style-type: none"> • Contributing to the effective configuration and maintenance of ECM tools • Carrying out daily administration of ECM(s) and support calls from customers • Contributing to regular assessments of, and updates to, ECM file plans, catalogues, metadata, workflows and 	<ul style="list-style-type: none"> • Staff can readily access information that they need and are entitled to see • Staff have the knowledge and skills to use the tools effectively • Meaningful and regular reports on the performance of ECM tools result in a programme of continuous system improvement • Service desk calls regarding ECM tools are managed quickly and effectively in accordance with agreed service levels



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Key accountabilities	Deliverables/Outcomes
<p>other artefacts</p> <ul style="list-style-type: none"> Contributing to the development of user guides and training material Assisting with the evaluation, testing and deployment of new tools and upgrades 	<ul style="list-style-type: none"> IT security and compliance requirements are fully met Any enhancements to ECM tools or new tools meet both business and legal requirements
<p>Records and Archives Management Services</p> <ul style="list-style-type: none"> Providing support and backup (in relation to NZSIS physical file management) to GCSB when required Undertaking disposal activities including listing, destruction and/or transfer of NZSIS records Undertaking information and records searches to support internal, legal and OIA information requests 	<ul style="list-style-type: none"> Physical records are created, stored, accurate and accessible in accordance with GCSB recordkeeping policy, procedures and standards Records are tracked, disposed of, and archived in accordance with procedures and within agreed timeframes NZSIS archives are managed according to procedures Standards for managing classified and sensitive information are adhered to Physical records management information is accurately integrated into the ECM Information and records searches are fulfilled
<p>Business improvement</p> <ul style="list-style-type: none"> Participating in special project works relating to information and records management Contributing to the review of paper based processes to identify unnecessary activity, reduce duplicated records and move to digital wherever possible Supporting improvements in data management practices and data quality Contributing to projects to reduce the reliance on physical records within NZSIS Undertaking digitisation activities for NZSIS Executing a program of records disposal work and process simplification to reduce risks of limited storage space 	<ul style="list-style-type: none"> IM projects deliver measurable value to the organisation IM projects meet agreed requirements, quality measures and are delivered within agreed timeframes Records processes are progressively simplified to reduce double handling and duplication of file structures and records stored The volume of paper records being generated reduces each year A digitisation programme is in place Records are tracked, disposed of, and archived appropriately NZSIS data is managed according to agreed quality standards
<p>Relationship management</p> <ul style="list-style-type: none"> Liaising with sector and partner colleagues to participate in sector approaches to information 	<ul style="list-style-type: none"> Information is managed as an asset across NZSIS Information stewards take active ownership of, and responsibility for, information assets in their



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Key accountabilities	Deliverables/Outcomes
management <ul style="list-style-type: none"> Establishing effective and influential relationships with managers and staff to promote good management of information 	care <ul style="list-style-type: none"> Staff at all levels understand the value of information and how to use it to best effect
Health and safety (for self) <ul style="list-style-type: none"> Working safely and taking responsibility for keeping self and colleagues free from harm Reporting all incidents and hazards promptly Knowing what to do in the event of an emergency Cooperating in implementing return to work plans Being a visible role model at all times Following NZSIS'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:	<ul style="list-style-type: none"> Senior Managers Staff at all levels of NZSIS
External:	<ul style="list-style-type: none"> Required GCSB Teams Staff and counterparts in wider sector Counterparts within the wider New Zealand Intelligence Community and central government agencies, as required Other partner intelligence agencies as required Archives New Zealand (Department of Internal Affairs) The Office of the Inspector-General of Intelligence and Security (IGIS) Vendors

Person Specification	
Experience:	<ul style="list-style-type: none"> 3-5 years' experience in an information and



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Person Specification	
	<p>records management role in a complex business and customer focused environment</p> <ul style="list-style-type: none"> Experience in providing system support and advice to users to enable smart use of ECM tools Experience in scanning and digital workflow processes (desirable) Experience in working in a classified environment with unique security challenges (desirable)
Knowledge and Skills:	<ul style="list-style-type: none"> Proven ability to support behaviour change when new tools, processes and standards are introduced Demonstrated knowledge of information analysis to support business process improvement through use of ECM tools Working knowledge of the Public Records Act 2005 and Archives New Zealand's mandatory standards Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities Professional customer orientation with a strong commitment to provide a high standard of customer service Demonstrated problem-solving skills with the ability to think 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 Good understanding of, and skill using, desktop technology Excellent interpersonal skills with the ability to liaise confidently and professionally with a diverse range of people A high level of accuracy and attention to detail Agile, adaptable and flexible Good written and oral communication skills
Qualifications and Courses:	<ul style="list-style-type: none"> Diploma in Records & Information Management, or equivalent experience
Specific Job Requirements:	<ul style="list-style-type: none"> Ability to obtain and maintain a TSS security clearance



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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: 15/04/2019

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



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