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

Position Description

NZIC Information Technology Security Advisor (Level 1-3)

Directorate:	Protective Security (PS) Directorate
Position purpose:	The Information Technology Security Advisor is responsible for managing and maintaining assurance processes and standards within the NZIC to protect the accuracy, integrity, confidentiality and availability of the NZIC's information technology (IT) services and assets.
Directorate overview:	The Protective Security (PS) Directorate delivers a full range of protective security functions to the NZIC and for New Zealand. The PS Directorate leads the implementation of the Protective Security Requirements (PSR) programme, which aims to substantially improve the security culture of the public service and, potentially, the private sector. The PS Directorate is also responsible for protecting the integrity of the public service and NZIC through effective security clearance management, vetting services and counter intelligence functions. Led by the PS Directorate, the NZIC will be an exemplar of physical, IT and personnel security best practice.
Direct reports:	None
Financial delegation:	None
Remuneration indicator:	Band F (Level 1); Band H (Level 2); Band I (Level 3)

Functional relationships

External contacts:	**Internal contacts:**
• Hardware and software vendors. • 3rd party security practitioners / consultants. • Counterparts of traditional partner agencies as required.	• Staff and Managers within the wider New Zealand Intelligence Community and other New Zealand government agencies.

Objectives

The position of IT Security Advisor encompasses the following major functions or objectives:

- IT security assessment and recommendations.
- Audit and compliance.
- Policy and security awareness.
- Managing and maintaining relationships with key stakeholders.
- Health, Safety and Wellbeing.
- Effective communication.

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
IT security assessment and recommendations	• NZIC IT security, risk assessment activities and analysis are co-ordinated, undertaken in a timely manner. • Advice on projects, systems and applications meets risk assessment, compliance and assurance criteria and is delivered in a timely manner. • IT business continuity and incident handling processes are validated and maintained. • Day-to-day functions of the role are completed in a timely manner, meeting the requirements of the customer.
Audit and compliance	• Audit and security activities are undertaken in a timely manner, and can be adjusted for change initiatives and accreditation requirements. • Relevant metrics and measures are defined, collected and reported to stakeholders on an agreed schedule. • Certification and accreditation of systems is achieved within timeframes. • Security investigations are discretely undertaken with practical and robust security solutions and practices recommended.
Policy and security awareness	• IT security policy and standards mitigate risk in-line with the NZIC IT strategies and security drivers. • NZIC staff have a comprehensive understanding of IT security policies, standards and guidance relevant to their role. • Assist in the creation/maintenance of relevant policy ensuring it is fit-for-purpose.

Managing and maintaining relationships with key stakeholders	• Effective relationships are established with IT security contacts in government agencies and with vendors. • Representational roles and relationships are carried out in a professional and effective manner. • Relationships with domestic and overseas partners develop NZIC's IT security capability and secure tangible benefits.

Health, Safety and Wellbeing	• Health and safety (of self) is practiced by:
	  ○ Working safely and take 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.

Effective communication	• High quality written work is produced, that is accurate and delivered in a timely manner. • Sound, understandable advice can be provided on a structured or ad-hoc basis. • IT security awareness is promoted in professional manner on a regular basis.

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

Person specification

Qualifications

Essential:	Desirable:
• Information Systems or Computer Science degree; or • Information Assurance and Security (Level 7) Graduate Diploma.	• IT security industry qualification such as Certified Information System Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified in Risk and Information Systems Control (CRISC) or Security Manager (CISM) or GIAC Security Essentials (GSEC). • Other industry recognised certification such as Information Technology Infrastructure Library (ITIL), The Open Group Architecture Framework (TOGAF).

Knowledge/experience

Essential:	Desirable:
• Two – three years experience in large scale and complex IT systems design, implementation and maintenance. • Comprehensive understanding and proven ability to apply AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines. • Demonstrates high levels of integrity and an ability to maintain the highest security clearance.	• Proven understanding of protective security principles and practices, including familiarity with the Protective Security Requirements and the New Zealand Information Security Manual. • Experience in conducting IT security audits and applying security risk management practices.

Personal attributes

- Excellent self-discipline and personal integrity.
- Highly effective oral and written communication skills, for both technical and non-technical customers.
- Sound judgement and decision making.
- A “can do” approach and ability to see a task through to completion with minimal supervision.
- High level of self-motivation.
- Adept at conducting independent research.

Changes to position description

Positions in the NZIC may change over time as the community develops. Therefore we are committed to maintaining a flexible structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

Health and safety

NZIC is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in the current Health and Safety legislation by taking all practicable steps to ensure:

a. The employee's safety while at work, and

b. That no action or inaction of the employee while at work causes harm to any other person.