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New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

NZIC Information Technology Security Advisor

Unit/Branch, Directorate:

Location: Wellington

Salary range: F \$58,500 - \$87,750 H \$77,711 - \$116,567 I \$90,366 - \$135,548

Purpose of position:

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

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

Protective Security purpose:

The Protective Security (PS) Directorate delivers a full range of protective security functions to the New Zealand Intelligence Community (NZIC) and for New Zealand. Our focus is also on leveraging the strong foundations that we have established to enhance our recognition as a NZIC protective security exemplar and to assist key New Zealand institutions to mitigate their insider threat risks through effective security clearance management, vetting services and counter intelligence functions.

The PS Directorate also 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.

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Key accountabilities	Deliverables/Outcomes
<p>IT security assessment and recommendations</p>	<ul style="list-style-type: none"> • 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.
<p>Audit and compliance</p>	<ul style="list-style-type: none"> • 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.
<p>Policy and security awareness</p>	<ul style="list-style-type: none"> • 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.
<p>Managing and maintaining relationships with key stakeholders</p>	<ul style="list-style-type: none"> • 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.



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Key accountabilities	Deliverables/Outcomes
	<ul style="list-style-type: none"> Relationships with domestic and overseas partners develop NZIC's IT security capability and secure tangible benefits.
Effective communication	<ul style="list-style-type: none"> 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.
Health and safety (for self) <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 	<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:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> Staff and Managers within the wider New Zealand Intelligence Community and other New Zealand government agencies
External:	<ul style="list-style-type: none"> Hardware and software vendors 3rd party security practitioners/consultants Counterparts of traditional partner agencies as required

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Person Specification	
Experience:	<ul style="list-style-type: none">• Experience in large scale and complex IT systems design, implementation and maintenance.• Experience in conducting IT security audits and applying security risk management practices.
Knowledge and Skills:	<ul style="list-style-type: none">• Comprehensive understanding and proven ability to apply AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines.• Highly effective oral and written communication skills, for both technical and non-technical customers.• Sound judgement and decision making.
Qualifications and Courses:	<ul style="list-style-type: none">• Information Systems or Computer Science degree; or• Information Assurance and Security (Level 7) Graduate Diploma.
Specific Job Requirements:	<ul style="list-style-type: none">• Excellent self-discipline and a high level of self motivation .• A “can do” approach and ability to see a task through to completion with minimal supervision.• Adept at conducting independent research.• Demonstrated high levels of integrity and an ability to maintain the highest security clearance.

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 Information and Security competency framework.



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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: 23/10/2018

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



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