



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Case Officer

<b>Unit/Branch, Directorate:</b>	Intelligence Directorate
<b>Location:</b>	Wellington
<b>Direct reports:</b>	Nil
<b>Salary range:</b>	G, H and I - \$68,316 - \$90,366 dependent upon experience

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#### **Purpose of position:**

The Case Officer exists to collect high value security intelligence and foreign intelligence by way of securely and covertly targeting, cultivating, recruiting, running and managing human sources.

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

**Our values** at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

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**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. 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><b>Source Cultivation, Recruitment and Management</b></p>	<ul style="list-style-type: none"> <li>• Sources who will provide high value intelligence to stakeholders (internal or external) are identified, cultivated, validated, recruited, and effectively and safely run and managed to established operating standards</li> <li>• Concurrent plans for each source / recruitment target are in place and effectively managed, incorporating principles of proportionality, welfare and risk mitigation</li> <li>• Effective measures are in place to monitor source performance and implement development strategies</li> </ul>
<p><b>Tradecraft and Security</b></p>	<ul style="list-style-type: none"> <li>• Security, operational, and organisational reputational risk and welfare accountabilities in relation to operational activities are identified and managed to approved standards</li> <li>• A deep understanding of the operating environment, ingenuity and the ability to craft original and creative operational initiatives in pursuit of intelligence requirements is demonstrated</li> <li>• Accountabilities for legal compliance, financial and security regulations are effectively managed</li> </ul>
<p><b>Documentation and Record Keeping</b></p>	<ul style="list-style-type: none"> <li>• Accurate, timely and comprehensive accounts of meetings, intelligence reports and other paperwork as appropriate is produced</li> <li>• Intelligence reports meet and pre-empt intelligence requirements set by internal or external customers</li> <li>• Operational proposals and risk assessments are completed to a high standard, including a full and comprehensive assessment of the risk and mitigation factors</li> </ul>
<p><b>Operational Quality Assurance Contribution</b></p>	<ul style="list-style-type: none"> <li>• Input is provided into operational policy and training courses as required</li> <li>• Leadership to others to drive forward cooperation on case work and filling intelligence gaps is demonstrated</li> </ul>



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<p><b>Internal and external relationships</b></p>	<ul style="list-style-type: none"> <li>• Input into various NZSIS projects, initiatives and other reviews outside of the normal case management process is provided as required</li> <li>• Effective relationships with external stakeholders are developed and maintained to support NZSIS’s intelligence collection capability</li> <li>• Organisational representational roles and relationships relevant to the area of accountability are carried out in a professional and effective manner</li> <li>• Strong and constructive relationships with all levels of NZSIS and the wider New Zealand Intelligence Community (NZIC) are developed, maintained and enhanced</li> <li>• Manager and colleagues are kept informed of relevant issues that have an impact on the team</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> <li>• <b>Follow</b> NZSIS’s safety rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>
<p><b>Other duties</b></p>	<p>Any other duties that fall within the scope of the position</p>

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> <li>• Senior Leadership Team, NZSIS as necessary</li> <li>• Other operational NZSIS staff as necessary</li> <li>• Other business units as required</li> </ul>

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External:	<ul style="list-style-type: none"><li>• Counterparts within the New Zealand Government (NZG)</li><li>• Counterparts within the international community</li><li>• Other relevant public or private sector providers in support of the mission</li><li>• Members of the public, both onshore and offshore</li></ul>
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## Person Specification

Experience:	<b>Essential</b> <ul style="list-style-type: none"><li>• Experience in collaborating with and influencing others to achieve results</li></ul>
Knowledge and Skills:	<b>Essential</b> <ul style="list-style-type: none"><li>• The ability to relate effectively with a diverse range of people and to build mutually beneficial, trust-based relationships and networks in a complex environment</li><li>• Strong self-awareness and an empathetic and adaptable interpersonal style with a proven ability to motivate others and be persuasive in situations where opposition or potential conflict exists</li><li>• Emotional maturity, including the ability to control emotions, to recognise their impact on others and to effectively adapt responses to changing circumstances</li><li>• High level of self-motivation and ability to proactively seek new work opportunities</li><li>• Demonstrated resilience under pressure and an ability to identify and assess risk, making sound operational decisions</li><li>• Strong self-reliance with the ability to initiate own work, work independently and autonomously, efficiently managing workloads, and prioritising time</li><li>• Can comfortably deal with ambiguity and respond appropriately in a changing or high pressured environment</li><li>• Excellent self-discipline and personal integrity</li><li>• Astute decision making skills including the ability to remain calm and make sound</li></ul>



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	<p>decisions under pressure, even without full information</p> <ul style="list-style-type: none"> <li>• Strong mission focus with a professional, positive, can-do approach</li> <li>• A relentless and versatile learner</li> <li>• Flexibility to undertake a wide variety of tasks</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Awareness of issues affecting New Zealand’s safety and security domestically and abroad</li> </ul>
<p>Qualifications and Courses:</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A tertiary qualification (Bachelor level) pass/NZ Certificate requiring the development and application of analytical and communication skills, or similar life / work experience</li> <li>• Current full driver’s licence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Completion of intelligence analysis or investigative training.</li> </ul>
<p>Specific Job Requirements:</p>	<ul style="list-style-type: none"> <li>• Demonstrated high levels of integrity and an ability to obtain and maintain a Top Secret Special security clearance</li> </ul>

**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: 21/08/2018

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



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