

STAFF-IN-CONFIDENCE



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

International Engagement Advisor

Unit/Branch, Directorate:	Joint Directors-General Office
Location:	Wellington
Reporting to:	Unit Manager International Engagement
Direct reports:	Nil
Salary range:	G \$68,316 - \$102,474

Purpose of position: To deliver effective service and management of secondments and international postings across GCSB and NZSIS by developing and maintaining effective relationships.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

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

Our values at the GCSB are Respect, Commitment, Integrity and Courage

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

The Joint Directors-General Office purpose: The Joint Directors-General Office (JDGO) supports the Directors-General and the senior leadership teams of the NZSIS and GCSB, while working closely with a range of other Government agencies. The JDGO focuses on the oversight and management of all areas of strategic concern to the GCSB and NZSIS and assists with delivering the outcomes defined in the Joint 4 year plan and the strategic plans of both agencies. The JDGO encompasses teams which specialise in Communications, International Engagement, and Strategy, Performance and Policy.

The Joint Directors-General Office works in partnership with the GCSB and NZSIS Offices of the Director-General.

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Key accountabilities	Job holder will be successful when
<p>Delivering effective and timely international secondments and postings services to both GCSB and NZSIS</p> <ul style="list-style-type: none"> • Provide centralised and consistent advice • Participates in short-listing of candidates for positions. • Engages regularly with all international secondees and ensures their needs are met and understood. • Develops a network of both secure and personal communications to insure all overseas personnel receive consistent and regular advice. • Assists identification of deployment opportunities for returnees when required and maintains good links with the respective line managers. • Assists line managers to access host organisations for feedback and performance reviews. 	<ul style="list-style-type: none"> • Individual postings and secondments are aligned with identified development opportunities. • Increased security and satisfaction levels for individuals posted internationally. • Unexpected situations and circumstances are responded to quickly and effectively. • The ability to work independently without immediate access to line manager is demonstrated. • Reduction in time for returning secondees to be effectively reoriented back into the Agencies. • Implements and manages the International Posting and Secondment Policy.
<p>Manages the processes that support International Engagement</p> <ul style="list-style-type: none"> • Oversees and develops the Tool Kit which assists management of the processes. • Produces up-to-date reporting on status of all international postings and secondments. • Develops accurate and timely secondment agreements and employment documentation. • Maintains and manages effective arrangements to ensure personnel overseas are supported and monitored when travelling. 	<ul style="list-style-type: none"> • Participates in relevant grouping of International Engagement Advisers within security sector government agencies. • International Engagement is supported by good processes. • Prospective secondees are reassured with clear frameworks in their host agencies. • Senior Leadership is informed of any on-going issues in a timely manner.
<p>Facilitating the passport and visa application process for staff travelling or posted overseas</p> <ul style="list-style-type: none"> • Passport and visa requirements specific to each applicant are researched to ensure accurate advice is provided to the applicant. • Personnel Security is actively engaged when processing of sensitive applications. • Partner agencies are actively engaged throughout the process to ensure no undue delays in processing applications. 	<ul style="list-style-type: none"> • Applications are processed within agreed time frames. • Accurate and current records are maintained throughout the process. • Diplomatic Passports are managed in accordance with Department of Internal Affairs Guidelines. • Appropriate procedures are in place to monitor and muster Official Passports.

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<p>Provides support and coordination for visit programmes, events and conferences within New Zealand and Internationally</p> <ul style="list-style-type: none"> • Provides support for the International Engagement Team for the successful delivery of international engagements and associated travel. • Assists the coordination of key agency wide events with counterpart agencies. • Works closely with EAs and Business Managers to the Directors /Assistant Directors to ensure required information and support to international engagements is provided. • Ensures all visitors are in the reception visitors log and escort as required. • Continually explores ways to enhance own and International Engagement’s way of working. • Develops processes, systems and databases for foreign engagement programmes and maintenance within the tool kit. 	<ul style="list-style-type: none"> • Programme coordination for the senior leadership team is accurate and timely. • Functions, meetings and workshops are coordinated and required materials assembled and distributed as required. • Discretion, collaboration and initiative in working with other teams is exercised.
<p>Provide advice to GCSB/NZSIS employees on hosting conferences, visits and attending conferences</p> <ul style="list-style-type: none"> • Provides advice to Agency staff on planning, coordination and delivery of key foreign engagement activities. • Maintains schedule to record all upcoming international visits and engagement activities. • Develops and maintains a digital reference library of materials to support international engagements for the Agencies. 	<ul style="list-style-type: none"> • Staff members are appropriately informed and equipped to deliver successful engagements. • Visits and engagement with external parties are well planned. • Appropriate briefing and supporting documentation is provided. • Material to support agencies includes power point slides, biographies, speaking notes and country profiles.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Works safely and take responsibility for keeping self and colleagues free from harm. • Reports all incidents and hazards promptly • Knows what to do in the event of an emergency. • Cooperates in implementing return to work plans. • Be a visible role model at all times. • Follow safety rules and procedures. 	<ul style="list-style-type: none"> • Accurate and timely advice is received and passed when incidents occur. • Overseas personnel are supported whether travelling or in host country. • All requirements in the NZIC Health and Safety policy and procedures are met.

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Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> GCSB Managers/Staff; NZSIS Managers /Staff; JDGO and ICSS.
External:	<ul style="list-style-type: none"> NZIC; Partner agencies; Foreign Liaison Agencies and representatives; and External Suppliers and Vendors – relocation providers and consultants, psychologists, medical and dental providers.

Person Specification	
Experience:	<ul style="list-style-type: none"> Previous experience in an HR, or a coordination role is desirable.
Knowledge and Skills:	<ul style="list-style-type: none"> Proven ability to establish and maintain effective working relationships across all levels of an organisation; Experience in managing in a high volume/high demand environment; Highly effective planning and organising skills including time management and prioritising within a complex work environment; Self-motivated, adaptable, innovative and adept at problem solving both independently and in a team environment; Excellent written and verbal communication skills.
Qualifications and Courses:	<ul style="list-style-type: none"> A relevant general degree or equivalent level of 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 GCSB/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: 22/08/2018

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