



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI

POSITION DESCRIPTION

NCSC Project Delivery Manager

Unit/Branch, Directorate: Cyber Security Operations
Information Assurance and Cyber Security Directorate

Location: Wellington

Direct reports: None

Salary range: I \$90,366 - \$135,548

Purpose of position: The National Cyber Security Centre (NCSC) Project Delivery Manager is responsible for overseeing the Agile delivery of NCSC projects to develop new or enhance existing products and services that underpin the successful delivery of our Computer Network Defence (CND) services.

This position works with multi-disciplinary, highly skilled teams of Analysts and Engineers to build systems that support and enhance our ability to provide Cyber Security services to New Zealand's organisations of national significance.

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

Our values are Respect, Commitment, Integrity and Courage.

Information Assurance and Cyber Security Directorate purpose: The IAC Directorate contributes to the national security of New Zealand by providing technical advice and assistance to Government and organisations with significant national information infrastructures to enable them to protect their information from advanced technology-borne threats. To achieve this, the Directorate provides technical security inspections; high-grade encryption services; information assurance policy and advice; regulation of telecommunications & space activities; and high-end cyber security services to detect and respond to such threats.

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Key accountabilities	Deliverables/Outcomes
<p><u>Project and Product Delivery</u></p> <ul style="list-style-type: none"> • Support the establishment and delivery of projects and products using the appropriate Agile project management methodology • Work with the NCSC product/system owners to define the roadmap for the respective products and translate into user stories • Work with NCSC Unit Managers and Team Leaders to drive the planning processes in order to prioritise work to be done against capacity and capability of the teams to do the work • Support the process of effort estimation and work with Agile teams to manage backlogs and delivery priorities • Works with NCSC Team Leaders and Agile teams to remove impediments and maintain velocity and flow • Ensure that projects and products are completed to an appropriate level of quality and handed into business operations • Maintain a clear understanding of procurement activities and project finances across all NCSC Agile projects 	<ul style="list-style-type: none"> • NCSC successfully manages and delivers project and products in a way that suits our capacity and culture with a focus on delivering valuable software and systems to customers in a flexible, iterative and continuous manner • Supports the collection of user and business requirements to ensure that NCSC projects are aligned to customer needs. • Oversee the delivery of NCSC projects to ensure they meet specified requirements and are delivered within agreed timeframes and budgets • Active management of the project resource schedule to ensure that the appropriately skilled people are identified and allocated to the project within the required timeframes • Project risks and issues are identified, analysed and managed so they do not have a material impact on project outputs (timelines, quality and budget) • Material risks and issues are escalated to decision makers within 24 hours of being identified
<p><u>Practices, Process and Reporting</u></p> <ul style="list-style-type: none"> • Practices and Process – Work with the Unit Manager and Team Leaders to ensure that project and product development practices and processes are appropriately documented to help manage and perpetuate Agile practices in the NCSC • Agile Champion - Be the champion of the NCSC Agile practices through imbedding the processes and practices in the Agile teams and communicating the value and approach with internal and external stakeholders • Reporting - Support the Unit Manager and Team Leaders in developing relevant metrics and timely reporting on those metrics to demonstrate the current status of NCSC projects and product development 	<ul style="list-style-type: none"> • NCSC Agile practices and processes are captured in such a way as all NCSC staff understand how we run Agile projects • The NCSC Delivery Manager is a subject matter expert for Agile project methodologies and practices • Meaningful and timely reporting is generated to effectively communicate the status of NCSC project and products to key NCSC stakeholders • Project progress is well monitored and reported on including project milestones, budget, risks, issues and other project records or controls • All project documentation, processes and systems comply with GCSB expectations. • Business processes and systems in relation to each project are effectively controlled and operated

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<p>Customer and Partner Engagement</p> <ul style="list-style-type: none"> • Working closely with key project governance groups and stakeholders to maintain expectations of project and product delivery timeframes and capabilities • Actively participate in community and industry InfoSec and Agile forums, meetings and conferences • Collaborate with other GCSB and NZIC colleagues to enable the enhancement of Agile practices and process • Collaborate with other domestic and international partners to enable the enhancement of Agile practices and process • Maintain an awareness of project management, information security and general IT industry trends and developments 	<ul style="list-style-type: none"> • A clear understanding of delivery timeframes and capabilities is established and maintained with relevant stakeholders to ensure on-going confidence and comfort in our delivery of projects and products • Engagement with relevant 3rd parties is maintained to ensure the on-going effectiveness of NCSC project and product delivery • Productive and enduring relationships are formed with NZIC, domestic and international partners • The capability of individuals within the NCSC is understood and valued across the project management and security communities • The Delivery Manager maintains awareness of current project management, cyber security issues and technological trends
<p>Health and safety (for self)</p> <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 GCSB'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

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • NCSC Leadership specifically Team Leads for Application and System Engineering • NCSC Product Managers • NCSC System Owners • GCSB Capability Directorate • Other NZIC Project Managers • GCSB Procurement Team
External:	<ul style="list-style-type: none"> • Domestic and International Partners

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Person Specification	
Experience:	<ul style="list-style-type: none"> 2 - 4 years' proven experience delivering projects and products ideally using Agile practices Proven experience in balancing multiple priorities and dealing with complexity and ambiguity
Knowledge and Skills:	<ul style="list-style-type: none"> Working knowledge of project management and delivery methodologies such as SCRUM, Lean, Kanban, SAFe, Prince 2 and PMP Highly effective interpersonal skills, with an ability to engage confidently and professionally with at all levels of an organisation, both internally and externally Knowledge and experience with DevOps principles Understanding of SDLC, systems development and systems architecture. Financial management skills Effective communication and negotiation skills Enthusiastic, self-motivated leader with demonstrated ability to innovate and inspire others Excellent planning and organisational skills, including responsiveness to instruction and management of workload demands Proven ability to work independently using sound judgement, with good decision-making skills Proven ability to work collectively as part of a high performing, successful team Proven ability to work effectively under pressure and meet tight deadlines A high level of accuracy and attention to detail
Qualifications and Courses:	<ul style="list-style-type: none"> An undergraduate qualification (bachelor level), in Engineering, Information Technology, Computer Science or equivalent Project management qualification: Agile Project Management, PRINCE2, PMP or equivalent education and certifications
Specific Job Requirements:	<ul style="list-style-type: none"> Ability to obtain and maintain a TSS 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.

Changes to Position Description

Positions in the GCSB 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: 23/07/2018

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