



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Business Administrator/Coordinator

Unit/Branch, Directorate:

Location: Wellington

Salary range: F \$58,500 - \$87,750

Purpose of position:

The purpose of this position is to provide administration and coordination support to the Directorate's leadership team, assist the Directorate's Business Support Manager to coordinate key business activity, assist the Director of Intelligences' Executive Assistant; and facilitate the Directorate's non-operational support functions.

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

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 as articulated in the New Zealand Intelligence Community (NZIC) Joint Statement of Intent (JS01).

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>Provision of administration and coordination support to Intelligence leadership team</p> <ul style="list-style-type: none"> Assist the Business Support Manager with providing support to the Intelligence Directorate leadership team through proactive screening and prioritisation of Directorate issues to ensure best use of time Support to enable the Business Manager to enhance the capability and outputs of the Intelligence Directorate Provide administrative support to the Business Manager, Assistant Directors & Executive Assistant including diary management, finance support and credit card reconciliations and other administrative tasks as required Take minutes as required Assist the Business Support Manager & Executive Assistant with anticipating information and organisational needs of Directorate leadership team Assist the Executive Assistant with key leadership and Directorate-wide events & co-ordinate key events for Assistant Directors Continually explore ways to enhance own and leadership team's way of working Work closely with Executive Assistant, Intelligence to provide cover in times of absence and assistance with peak workflows Receive and escort visitors, taking messages, answering and/or redirecting queries 	<ul style="list-style-type: none"> The Business Support Manager, Assistant Directors and leadership teams' time spent on strategic issues is optimised The Business Support Manager is made aware of issues that might require their attention in a timely & prioritised manner The Assistant Directors are supported in day to day routine management activities Assistant Directors schedules are effectively managed and coordinated, and meeting conflicts are resolved and issues are prioritised in a timely manner Assistant Directors team credit cards are reconciled each month in a timely manner Minutes of meetings are accurately recorded and circulated in a timely manner Information and organisational requirements for the Assistant Directors are provided accurately and in a timely manner Functions, meetings and workshops are coordinated and appropriate material assembled Direction and initiative in working with other teams and managers is exercised Cover and support is provided to the Director in the absence of the Executive Assistance or during periods of peak workflows
<p>Coordinate key business activity and facilitate non-operational support functions</p> <ul style="list-style-type: none"> Work with the Business Support Manager to coordinate key business activity on an annual basis, and provide the highest level of support to the Directorate whilst meeting corporate requirements Maintain Directorate planning calendar to record upcoming activity of interest e.g. corporate reporting requirements and deadlines, overseas visits and engagements Coordinate & assist EA in the management of high profile Intelligence Directorate visits, 	<ul style="list-style-type: none"> Identify key business activity for the Directorate and work with the Business Support Manager to provide consistent support to the Directorate and meet corporate requirements, particularly reporting in a timely manner Directorate planning calendar is relevant and up to date High profile Intelligence visits are planned and conducted in accordance with the Leadership team's direction, and Intelligence



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Key accountabilities	Deliverables/Outcomes
<p>and provision of Intelligence input to NZSIS visits coordinated by the Joint Directors Office</p> <ul style="list-style-type: none"> Support the Business Support Manager to coordinate reporting requirements on behalf of the Directorate and briefings as required by the Director NZSIS Assist the Business Support Manager with contributing to the development of Directorate-wide decision-making and record-keeping tools 	<p>input to other NZSIS visits is submitted as required and on time</p> <ul style="list-style-type: none"> Reporting requirements and briefings are completed accurately, as required and on time Decision-making and record-keeping tools meet requirements and support required outcomes
<p>Relationship management</p> <ul style="list-style-type: none"> Promoting the establishment and maintenance of good relationships between the Directorate and the wider NZSIS and NZIC Promoting the establishment and maintenance of good relationships between the Directorate and other Government agencies Assist the Business Support Manager with coordinating Directorate contribution to Ministerial correspondence and briefings, including highlight report Assist the Business Support Manager with continuous improvement processes in order to enhance service delivery, where need is identified 	<ul style="list-style-type: none"> Customer satisfaction is high and the services provided by the Directorate/NZSIS are highly valued Customer requirements are correctly prioritised and responded to Ministerial correspondence is completed in an accurate and timely manner Inefficient business processes are identified and improvements recommended to the leadership team through the Business Support Manager The Business Support Manager is provided with sound advice on effective business processes, based on sound analysis
<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 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
<p>Other duties</p>	<p>Any other duties that fall within the scope of the position</p>

Position delegation

Financial delegation:

None



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Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Directorate staff and contractors • Service managers and staff • Project and Programme Managers • Intelligence Community Shared Services
External:	<ul style="list-style-type: none"> • Counterparts within the wider New Zealand Intelligence Community and central government agencies, as required

Person Specification	
Experience:	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Proven business administration/support experience. • Experience operating in a confidential and secure environment with access to sensitive information. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Project management experience. • Public sector experience. • Lean Six Sigma familiarity (Yellow Belt).
Knowledge and Skills:	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Computer literacy in the Microsoft Office suite of applications, particularly MS Word, Excel and PowerPoint. • Ability to show initiative, multi-task and prioritise workload. • Self-motivated with excellent planning and organisational skills; and the ability to prioritise task to meet deadlines and effectively manage changing priorities. • Well developed interpersonal skills with the ability to engage with a diverse range of people at all levels. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Proficiency in Microsoft Project and Visio. • Knowledge of machinery of government, planning and reporting cycles.
Qualifications and Courses:	<p><i>Essential</i></p> <ul style="list-style-type: none"> • A general tertiary qualification General degree (Bachelor level) pass/NZ Certificate requiring the development and application of analytical and communication skills <p><i>Desirable</i></p> <ul style="list-style-type: none"> • A formal project management qualification

Person Specification

Specific Job Requirements:

Essential

- Demonstrated high levels of integrity and an ability to maintain a TSS security clearance.
- Ability to work independently using sound judgement and initiative.
- Proven ability to work as a member of a successful team.
- A high level of accuracy and attention to detail.
- Professional customer orientation with a strong commitment to providing a high standard of customer service.

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: 24/01/2019

Signatures

Manager's Name

Signature

Date:

Employee's Name

Signature

Date:



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