



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

NZSIS Investigator

| | |
|---------------|---|
| Directorate: | Intelligence |
| Location: | Wellington; Auckland |
| Salary range: | F \$58,500 - \$87,750 ; G \$68,316 - \$102,474 ; H \$77,711 - \$116,567 |

Purpose of position:

An Investigator is responsible for collating, assessing and communicating information that drives operational activities for intelligence outcomes. This will involve directing and managing multiple intelligence investigations simultaneously (albeit usually in one thematic area) and prioritising investigative and operational activities. Investigators liaise with multiple internal and external interlocutors in pursuit of investigative outcomes and regularly implement risk management principles to ensure investigative and operational activities are legal, appropriate and proportionate.

The Investigator will represent the organisation externally most often in a liaison capacity; they may also occasionally represent the Service at international forums, and be called on to present complex information, and to convince or persuade others to gain their co-operation in order to achieve an specific intelligence objective.

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 |
|---|--|
| <ul style="list-style-type: none"> • Investigation management • Research and information analysis • Briefing and reports production • Internal and external relationships | <ul style="list-style-type: none"> • Investigative activity is planned and conducted with regard to policy, statutory compliance, risk and proportionality. • Investigations achieve timely outcomes that support Unit and Service objectives while balancing competing priorities and the objectives of aligned domestic and/or international agencies. • Established internal relationships and knowledge of organisational and partner capabilities are used to determine which resources should be deployed to effectively meet investigative objectives. • Intelligence gaps are identified and the sequencing of activities and processes are managed; investigative barriers are addressed. • Operational teams are given clear direction regarding investigative requirements and challenges. • Investigative reports produced are of a high professional standard and prepared and delivered in a timely manner, supports effective decision making within the Service, and guides relevant government policy and awareness. • Information is collated and analysed, utilising available tools, techniques and resources, and produces superior quality intelligence highly valued across the wider New Zealand Government, and amongst the Five Eyes Intelligence Community. • Proficiency in NZIC systems and in-depth understanding of different information sources, including the limitations, reliability and credibility of the information or intelligence. • Identifies opportunities for unique lines of security and foreign intelligence reporting. • Effective relationships with external stakeholders are developed and maintained to support NZSIS's investigative requirements. • Organisational representational roles and relationships relevant to the area of accountability are carried out in a professional and effective manner. • Strong and constructive relationships with all levels of NZSIS and the wider NZIC are developed, maintained and enhanced. |

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| Key accountabilities | Deliverables/Outcomes |
|--|--|
| | <ul style="list-style-type: none"> • Manager and colleagues are kept informed of relevant issues that have an impact on investigations or the team. |
| <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>Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.</p> |

| Position delegation | |
|-----------------------|------|
| Financial delegation: | None |

| Key stakeholders | |
|-------------------------|--|
| <p>Internal:</p> | <ul style="list-style-type: none"> • NZSIS Senior Leadership Team • Intelligence Directorate Management Team and other Intelligence Directorate staff as required • NZSIS Legal Team • NZSIS Collection Teams • ICSS as required • Internal stakeholders and customers |
| <p>External:</p> | <ul style="list-style-type: none"> • Domestic and international partner agencies • NZIC and other local and international partner counterparts, stakeholders and customers as necessary |

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| Person Specification | |
|------------------------------------|--|
| Experience: | <ul style="list-style-type: none">• Experience in collaborating with and influencing others to achieve results• Risk management experience• Experience in project management activities where the co-ordination of others to deliver outcomes requires persuasion and relationship management skills• A working understanding of the intelligence sector would be beneficial |
| Knowledge and Skills: | <ul style="list-style-type: none">• Ability to build and maintain effective and productive working relationships at all levels of an organisation• Ability to challenge accepted positions and decisions, maintain independence, make objective decisions, and ask difficult questions• Ability to juggle competing workloads, and work under pressure to meet tight deadlines• Excellent interpersonal skills and highly effective oral and written communication skills |
| Qualifications and Courses: | <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• NZSIS Investigator's Course or recognised equivalent |
| Specific Job Requirements: | <ul style="list-style-type: none">• Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance• Capacity to develop independent analytical judgment across a range of areas, including complex circumstances or where political and/ or operational risk exists |

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 Analysis 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: 9/01/2019

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

