



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### NZSIS Senior Legal Adviser

**Directorate:** Joint Office of the Director General

**Location:** Auckland

**Salary Range:** I

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#### Purpose of position:

The NZSIS Senior Legal Adviser exists to support the General Counsel by:

- Providing experienced and quality legal and risk management advice on all matters relating to the operational activities of the NZSIS (including, but not limited to warrants, contracts, and inquiries and reviews)
- Providing legal input into information management, compliance, policy and processes at NZSIS and legislation affecting the NZSIS
- Assisting with the training the NZSIS workforce on legal matters
- Fostering and maintaining relationships with other government lawyers and the Office of the Inspector General of Intelligence and Security (IGIS)
- Representing NZSIS at inter-agency government officials meetings

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**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

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#### Office of the Director General purpose:

The Office of the Director General supports the Director General to lead the NZSIS to achieve its operational and strategic goals. The Office of the Director comprises the Legal Team, Compliance and Risk Team, the Security Liaison Officers and other corporate support functions.

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Key accountabilities	Deliverables/Outcomes
<p><b>Provision of Legal Advice:</b> including (but not limited to): operational matters; applications for warrant; reviews and inquiries by the Inspector-General; adverse security recommendations; adverse recommendations on matters decided under the Immigration and Citizenship Acts; recommendations to cancel/refuse to issue New Zealand passports or other travel documents; requests and complaints under the Official Information and Privacy Acts; advising on and drafting contractual and other documents including confidentiality deeds and declarations, secondment agreements, IT contracts, leases, consent forms, waiver of intellectual property; civil or criminal litigation in which NZSIS interests may be affected</p>	<ul style="list-style-type: none"> <li>• They take the lead in providing quality legal advice that is:               <ul style="list-style-type: none"> <li>○ accurate, relevant and timely</li> <li>○ regarded as robust and reliable by NZSIS and the oversight authorities</li> <li>○ readily understood by its audience</li> <li>○ professional and independent of compromising influences</li> <li>○ effective in identifying areas of significant legal risk for the NZSIS and in proposing strategies for risk minimisation</li> </ul> </li> <li>• They are able to effectively manage matters of high legal risk, with the confidence of the Chief Legal Adviser and internal stakeholders, and drawing in others in the business as appropriate.</li> <li>• A culture of proactively seeking legal advice is embedded in NZSIS</li> </ul>
<p><b>Legal Drafting</b> including but not limited to: Memoranda of Understanding or Arrangement, Standard Operating Procedures; contractual and other documents including confidentiality deeds and declarations, secondment agreements, IT contracts, leases, consent forms, and waiver of intellectual property</p>	<ul style="list-style-type: none"> <li>• They take the lead in drafting quality legal documents such that documents relating to NZSIS activities are accurate and meet NZSIS' needs</li> </ul>
<p><b>Legal Compliance Advice</b></p>	<ul style="list-style-type: none"> <li>• The Director General and staff are proactively advised of any legal risk in their decision making</li> <li>• Advice is prioritised and focuses on those areas of activity that would be most likely to compromise the effective functioning of the NZSIS in the event of non-compliance</li> <li>• The Director General is well-informed of any areas of significant legal risk</li> </ul>
<p><b>External Relationship Management</b></p>	<ul style="list-style-type: none"> <li>• Dealings with Oversight Authorities managed in a professional, prompt, respectful and open manner</li> <li>• Effective relationships with external stakeholders are developed and maintained to support NZSIS's operational capability</li> <li>• Organisational representational roles and relationships relevant to the area of accountability</li> </ul>



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Key accountabilities	Deliverables/Outcomes
	<p>are carried out in a professional and effective manner</p> <ul style="list-style-type: none"> <li>• Strong and constructive relationships with all levels of NZSIS and the legal offices within the wider NZIC and government sector are developed, maintained and enhanced</li> <li>• General Counsel and colleagues are kept informed of relevant issues that have an impact on the team</li> </ul>
<p><b>Learning and Development</b></p>	<ul style="list-style-type: none"> <li>• Quality legal training is prepared and delivered to staff as part of internal training courses, or on an as required basis</li> <li>• Legal contribution is sought for internal training courses</li> <li>• Staff understand the legal framework applying to their work and the importance of seeking legal advice as required</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>Other duties</p>	<p>Any other duties that fall within the scope of the position</p>

Position delegation	
<p><b>Financial delegation:</b></p>	<p>None</p>



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Key stakeholders	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Legal Team members</li> <li>• Director-General of Security</li> <li>• ICSS</li> <li>• All NZSIS Deputy Directors, managers and staff</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• Crown Law Office and other legal services providers</li> <li>• The Inspector-General of Intelligence and Security (IGIS) and IGIS staff</li> <li>• The Privacy Commissioner and staff</li> <li>• The Office of the Ombudsmen and staff</li> <li>• National Security Sector Agencies including GCSB, NZDF, DPMC, MFAT, NZ Police, NZ Customs, Ministry of Business Innovation and Employment (in particular Immigration), Department of Internal Affairs and Aviation Security</li> <li>• Telecommunications provider representatives</li> </ul>

Person Specification	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 8 to 9 years post qualification experience in either the public or private sector as a legal adviser.</li> <li>• Demonstrated independent legal judgement across a range of legal areas, including complex circumstances or where political risk exists</li> <li>• Proven legal research and analytical skills</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of public law and statutory interpretation principles</li> <li>• An understanding of contemporary legal trends and issues affecting the security sector</li> <li>• Highly effective oral and written communication skills</li> <li>• Effective interpersonal skills</li> </ul>
<b>Qualifications and Courses:</b>	<ul style="list-style-type: none"> <li>• Degree in Law</li> <li>• Qualified to practise as a barrister and solicitor in New Zealand</li> <li>• A current practising certificate</li> </ul>
<b>Specific Job Requirements:</b>	<ul style="list-style-type: none"> <li>• Self-motivation</li> </ul>



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### Person Specification

	<ul style="list-style-type: none"><li>• Effective organisational and self-management skills, including responsiveness to instructions and management of workload demands</li><li>• Excellent judgment</li><li>• High levels of integrity and ethics</li><li>• An ability to work under pressure to meet tight deadlines</li></ul>
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### 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 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: 5/11/2018

### Signatures

Manager's Name		
Signature		Date:

Employee's Name		
Signature		Date:



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