



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Vetting Analyst

|                        |                              |
|------------------------|------------------------------|
| <b>Directorate:</b>    | <b>Protective Security</b>   |
| <b>Location:</b>       | <b>Wellington</b>            |
| <b>Direct reports:</b> | <b>NIL</b>                   |
| <b>Salary range:</b>   | <b>E \$48,221 - \$72,331</b> |

---

**Purpose of position:** The Vetting Analyst exists to:

- Engage in the security vetting process and conducts background investigations into nominated government employees and contractors. The scope and detail of enquiries vary according to the level of national security clearance sought;
  - All information gathered is assessed against the Protective Security Requirements (PSR) and Adjudicative Guidelines (AG) resulting in the recommendation on the suitability of candidates to hold national security clearances at Confidential, Secret, Top Secret and Top Secret Special level.
- 

**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

---

**Protective Security purpose:** The Protective Security (PS) Directorate delivers a full range of protective security functions to the New Zealand Intelligence Community (NZIC) and for New Zealand. Our focus is also on leveraging the strong foundations that we have established to enhance our recognition as a NZIC protective security exemplar and to assist key New Zealand institutions to mitigate their insider threat risks through effective security clearance management, vetting services and counter intelligence functions.

The PS Directorate also leads the implementation of the Protective Security Requirements (PSR) programme, which aims to substantially improve the security culture of the public service and, potentially, the private sector.

| Key accountabilities  | Deliverables/Outcomes  |
|---|--|
| <b>Assessments and outcomes</b>   | <ul style="list-style-type: none"> <li>• Candidate information provided is assessed and any areas of sensitivity or vulnerability identified.</li> <li>• Gaps or conflicting information is identified and further information is elicited from the candidate or third parties.</li> <li>• Further background enquiries are undertaken if deemed necessary, and an assessment is made to determine if a referral for interview as appropriate.</li> <li>• Assessments and recommendations are made in accordance with the PSR and Adjudicator Guidelines.</li> <li>• High quality judgement is consistently demonstrated.</li> <li>• National security clearance recommendations can be relied upon by government departments.</li> <li>• Security clearance applications are processed effectively and in a timely manner to ensure targets are met.</li> </ul> |
| <b>Written work</b>   | <ul style="list-style-type: none"> <li>• Written documents are produced to a high professional standard, and prepared and delivered in a timely manner, supporting effective decision making within the NZSIS.</li> <li>• Recommendation letters for national security clearances are inline with the PSR and Adjudicator Guidelines and clearly identify any qualifications or residual concerns.</li> </ul>  |
| <b>Internal and external relationships</b>  | <ul style="list-style-type: none"> <li>• NZSIS is represented effectively and our reputation is enhanced in interactions with, candidates, referees, Vetting Officers and peers.</li> <li>• Internal and external stakeholders report positive and effective working relationships.</li> <li>• Effective contributions are made to team discussions and meetings and to overall team development.</li> </ul>   |
| <b>Administration</b>   | <ul style="list-style-type: none"> <li>• All NZSIS policies and procedures are adhered to.</li> </ul>  |
| <b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm.</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</li> </ul>   |



| Key accountabilities   | Deliverables/Outcomes                 |
|--|---------------------------------------|
| <ul style="list-style-type: none"> <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> | Safety policy and procedures are met. |

| Position delegation          |      |
|------------------------------|------|
| <b>Financial delegation:</b> | None |

| Key stakeholders |  |
|------------------|--|
| <b>Internal:</b> | Vetting Engagement Advisors (VEA)<br>Vetting Officers (VO)<br>Other areas of NZSIS as required |
| <b>External:</b> | New Zealand Government agencies through Agency vetting/security staff<br>Candidates Referees   |

| Person Specification               |   |
|------------------------------------|---|
| <b>Experience:</b>                 | <ul style="list-style-type: none"> <li>Experience in investigative or information gathering and analysis work.</li> <li>Evaluation and assessment of information using a risk based approach.</li> <li>Competent in technology, including internet use and open source research.</li> <li>Highly skilled in the use of databases and other systems to find, analyse and report on information.</li> <li>Excellent verbal and written communication</li> <li>Initiative and sound judgement.</li> <li>Confidence, flexibility and resilience.</li> </ul> |
| <b>Knowledge and Skills:</b>       |   |
| <b>Qualifications and Courses:</b> | <ul style="list-style-type: none"> <li>At least 4 – 5 years general secondary schooling / National Diploma Level 5 or equivalent transferable experience.</li> </ul>  |
| <b>Specific Job Requirements:</b>  | <ul style="list-style-type: none"> <li>Self-motivated, innovative and possessing enthusiasm and drive.</li> <li>Strong interpersonal skills with the ability to</li> </ul>  |



| Person Specification |  |
|----------------------|--|
|                      | <p>elicit information and discuss sensitive subjects in a discreet non-judgemental manner.</p> <ul style="list-style-type: none"> <li>• Highly developed verbal and written communication skills.</li> <li>• Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance.</li> <li>• Demonstrates public service professionalism and probity.</li> <li>• Demonstrates self-awareness and a commitment to personal development.</li> </ul> |

### 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.

### 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: 25/05/2018

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



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

**BEYOND  
ORDINARY**  
We are. Are you?