



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Vetting Officer

**Directorate:** Protective Security

**Location:** Wellington

**Direct reports:** NIL

**Salary range:** G \$66,387 - \$99,580

**Purpose of position:** The Vetting Officer (VO) exists to conduct background investigations, interview nominated Government employees and their referees; assess all information gathered against the Protective Security Requirements (PSR), and report on the suitability of candidates to hold national security clearances.

The scope and detail of enquiries vary according to the level of 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
<p><b>Assessments and outcomes</b></p> <ul style="list-style-type: none"> <li>• Completes all necessary information assessments to a suitable and consistent standard with guidance and support as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate and referee interviews are conducted in a timely, friendly and professional manner and all relevant information is elicited.</li> <li>• Identified vulnerabilities are investigated and mitigated to support a candidate's suitability to hold a national security clearance.</li> <li>• In the case of an unfavourable recommendation, all notes and records support the assessment in an investigation by the Inspector General of Security and Intelligence.</li> <li>• Assessments are objectively produced in a procedurally fair manner, fulfil requirements, are timely, and of a consistently high standard.</li> </ul>
<p><b>Analysis and decision making</b></p> <ul style="list-style-type: none"> <li>• Follows prescribed processes and procedures to provide consistent analysis of information assessments to accurately inform national security clearance recommendations with guidance and support as necessary.</li> <li>• Fully comprehends their role and responsibilities and the associated risks and upholds operational security requirements.</li> <li>• Uses specialist systems and databases, and open sourced research information, to inform analysis and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessments and recommendations are made in accordance with the PSR.</li> <li>• The ability to listen is demonstrated when their own ideas are challenged and can justify their own position and actions.</li> <li>• Reports are produced relatively independently and are of a high standard.</li> <li>• Recommendation letters for a national security clearance are inline with the PSR and clearly identify any qualifications or residual concerns.</li> <li>• NZSIS is represented in a professional manner in all interviews.</li> <li>• Sound knowledge of analytic best practice is applied to work on a variety of problems including some more complex.</li> </ul>
<p><b>Internal and external relationships</b></p> <ul style="list-style-type: none"> <li>• Credibly engages with internal and external stakeholders, candidates and referees.</li> <li>• Represents the NZSIS in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal and external stakeholders report positive and effective working relationships.</li> <li>• NZSIS is represented effectively and its reputation enhanced in interactions with key government customers and colleagues.</li> <li>• Conflict is dealt with when it arises but is raised with vetting management when required.</li> </ul>
<p><b>Subject matter expertise/ Professional development</b></p>	<ul style="list-style-type: none"> <li>• Expertise in a vetting subject area is gained that is of benefit to the NZSIS and to professional development.</li> <li>• Individual training development plan is up to date.</li> </ul>
<p><b>Contribution to Team and Unit</b></p>	<ul style="list-style-type: none"> <li>• Contributes to business planning, team, unit and/or directorate.</li> <li>• Participates in team activities.</li> </ul>



Key accountabilities	Deliverables/Outcomes
	<ul style="list-style-type: none"> <li>Time and workload is efficiently managed and a strong work ethic demonstrated.</li> </ul>
<b>Understanding environmental Context</b>	<ul style="list-style-type: none"> <li>Awareness of the current threats to New Zealand security and possible impacts on vetting decisions is displayed.</li> <li>Role and responsibilities are understood and the associated risks and operational security requirements are upheld.</li> <li>Different vetting outcomes and the impacts of each are understood and the vetting process is navigated consistently to determine an appropriate outcome.</li> <li>Relevant legislation and doctrine is appropriately interpreted and translated in daily practice and the requirements for all levels of vetting are understood.</li> </ul>
<b>Risk management</b>	<ul style="list-style-type: none"> <li>All activities take account of security, operational and organisation reputational risk and these risks are managed to approved standards and escalated to management where appropriate.</li> <li>All activities are consistent with NZSIS legally mandated role and functions.</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> <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>
Position delegation	
Financial delegation:	None



Key stakeholders	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Security Vetting staff</li> <li>• Protective Security Directorate staff</li> <li>• Intelligence Directorate staff</li> <li>• Other areas of NZSIS as required</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• New Zealand Government Departments</li> <li>• New Zealand government security management staff, national security clearance holders and security vetting candidates and referees</li> <li>• Inspector General of Security and Intelligence</li> <li>• Any other body or person responsible for the security of New Zealand government people, information or assets</li> </ul>

Person Specification	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Considerable experience in a role or roles that involved interviewing, investigative or information gathering and analysis work and the evaluation and assessment of that information.</li> <li>• Knowledge of the PSR.</li> <li>• Educated and/ or suitably knowledgeable to enable competent use of systems, databases and technology, including internet use and open source research.</li> <li>• Ability to use databases and other systems to find, analyse and report on information.</li> <li>• A good listener who is able to understand and adapt to their audience.</li> <li>• Well developed verbal and written communication skills.</li> <li>• Ability to steer and implement change in real time and deal with uncertainty.</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> <li>• A valid and clean full New Zealand Driver's licence.</li> </ul>
<b>Specific Job Requirements:</b>	<ul style="list-style-type: none"> <li>• Self-motivated, innovative and possessing enthusiasm and drive.</li> </ul>



	<ul style="list-style-type: none"> <li>• Demonstrated high levels of integrity and an ability to obtain and maintain a TSS national security clearance.</li> <li>• Demonstrates public service professionalism and probity.</li> <li>• Demonstrates self-awareness and a commitment to personal development.</li> <li>• Takes initiative and employs sound judgement.</li> <li>• Confident, flexible and resilient.</li> <li>• Must be suitable to be granted and retain a Top Secret Special (TSS) security clearance.</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.

The position is aligned to the Collection 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:



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