



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Operational Advisor

Unit/Branch, Directorate: Protective Security Directorate

Location: Wellington

Salary range: I \$90,366 - \$135,548

Purpose of position:

The purpose of the Operational Advisor (OA) is to support the Operational Advisor Manager in providing oversight of, and confidence in, the safety and security of all NZSIS operations undertaken in pursuit of security intelligence objectives. This includes providing operational security advice across the full range of NZSIS operational activity.

The OA will also become involved in training/guiding others as well as some involvement in project management and incident responses.

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 and operational security advice.

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.

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



New Zealand Intelligence Community
Te Rōpū Pārongo Tārehu o Aotearoa
nzic.govt.nz

Key accountabilities	Deliverables/Outcomes
<p>With guidance from the Operational Advice Manager (OAM) the provision of independent operational security and operational risk management advice on all NZSIS operations</p>	<ul style="list-style-type: none"> • OA (Operational Advisor) advice is high quality, timely, valued and enhances the safety, security and intelligence outcomes of NZSIS operations • Operational risks carried by the Service are visible, understood, effectively managed and consistent with NZSIS legally mandated role and functions • OA advice is objective and appropriately documented and operational risks and issues are elevated appropriately as required • Relationships with operational officers and teams are collaborative, productive, based on confidence and trust, and promote consistent operational security outcomes for the Service • Officer safety and operational security trends and issues are identified and solutions to address any gaps are developed in conjunction with the operational areas • OA role is understood across the Service and utilised effectively by operational areas • There is frequent OA engagement with operational areas, including regular regional visits, and the provision of OA comment on operational proposals and human source operations
<p>Continuous review of human source operations</p>	<ul style="list-style-type: none"> • There is regular review and advice through the life of human source cases • Verbal and written advice on operational security issues is provided to field staff and management to ensure the successful and secure conduct of NZSIS human source operations • Contribution to, human source reviews • Ongoing Review of human source operational documentation • With guidance from OAM conduct independent case review and damage assessment of operations, as required
<p>Provision of advice on, and where required development of, NZSIS operational policies and procedures</p>	<ul style="list-style-type: none"> • Operational security, operational risk management, tradecraft and officer safety considerations are incorporated into operational policies and procedures • Operational policies and procedures are accessible, understood and reflective of NZSIS operational activities • OA is a reference point for advice on the



UNCLASSIFIED

Key accountabilities	Deliverables/Outcomes
	<p>application of operational policies and procedures, notwithstanding the extant responsibility of officers and line management for day-to-day policy compliance</p> <ul style="list-style-type: none"> • OA contributes to the delivery of projects to respond to identified operational security, safety and tradecraft capability or learning needs gaps
<p>Champions the promotion of “Best Practice Operational Security” across the NZIC</p>	<ul style="list-style-type: none"> • Works with OAM to ensure the OA Intranet site is a valuable resource for the all key stakeholders and staff and has a regular readership • Takes a strategic and future focused approach to identifying risks to NZSIS operations and people and assets through emerging technologies • Presents operational and broader security advice to a range of audiences within the NZIC as appropriate
<p>Management of key operational partnerships</p>	<ul style="list-style-type: none"> • Working relationships with key NZSIS partners and GCSB colleagues are initiated, enhanced and maintained • Effective relationships with stakeholders are developed and maintained to support NZSIS’s purpose at an operational level • The manager is kept informed of relevant issues that have an impact on team and unit outputs
<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	
<p>Financial delegation:</p>	<p>None</p>



New Zealand Security Intelligence Service
Te Pā Whakamarumaru

BEYOND ORDINARY
We are. Are you?

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Director General of Security, Deputy Director General and Directors • Operational managers and operational staff • General Counsel • Protective Security directorate staff and managers • Senior Advisor Ministerial/OIA
External:	<ul style="list-style-type: none"> • Partner intelligence agencies and law enforcement organisations • NZIC peers • Inspector General of Intelligence and Security and representatives • NZ Government counterparts eg: NZDF, NZP, NZCS. • Private industry as required

Person Specification	
Experience:	<ul style="list-style-type: none"> • OA will have at least 7 years experience and have worked with a range of overseas partners across the spectrum of security and foreign intelligence objectives • Experience with and comfortable using standard computer systems (e.g. Microsoft Office suite)
Knowledge and Skills:	<ul style="list-style-type: none"> • OA needs to have a broad operational background which will enable them to engage with the full range of NZSIS operational staff, and provide them with sound advice • OA will have a technical aptitude with the ability to identify, research, and understand technology borne risks to the NZSIS and its operational activity both current and future • They can independently demonstrate sound operational judgement including in dynamic situations
Qualifications and Courses:	<ul style="list-style-type: none"> • A tertiary qualification (at least equivalent to Bachelors) or demonstrated equivalent intellectual capability • An investigator course qualification or recognised equivalent qualification is highly desirable
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 • Strong interpersonal skills with the ability to foster



Person Specification

	<p>good stakeholder relationships through consultation and partnership</p> <ul style="list-style-type: none"> • Self motivated, innovative and possessing enthusiasm and drive • Highly developed oral and written communication skills, including the ability to present complex issues clearly, tailoring communications to meet audience needs • The ability to link several strands of information together and evaluate the different aspects and impacts of issues • A high attention to detail and well developed planning and organisation skills • Ability to juggle competing workloads and work under pressure to meet tight deadlines
--	--

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: 25/02/2019

Signatures

Manager's Name		
Signature		Date:

Employee's Name		
Signature		Date:



New Zealand
Security Intelligence
Service
Te Pā Whakamarumaru

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