



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Assistant Director Engagement Analysis and Reporting

Unit/Branch, Directorate: Intelligence Directorate

Location: Wellington

Salary range: L \$155,982 - \$233,972

Purpose of position:

The Assistant Director, Engagement Analysis and Reporting (AD Engagement Analysis and Reporting) provides leadership and strategic direction to the Engagement, Analysis and Reporting Group. They are responsible for ensuring the maximised impact of intelligence reporting, coordinating the NZSIS's response to the National Security and Intelligence Priorities (NSIPs) and Leading NZSIS's security support to major events. The AD Engagement Analysis and Reporting is responsible for the governance of the Combined Threat Assessment Group (CTAG).

This position is also responsible for the implementation of strategy and change, development of business planning and reporting, management of key partnerships and oversight of personnel management and career development for Engagement, Analysis and Reporting staff.

The AD Engagement Analysis and Reporting is a Tier 3 organisational leadership role and a member of the Intelligence Directorate (ID) leadership team. The role plays a significant part in working with other leadership team members and the Director in establishing organisational and Directorate strategy and business plans. The role assists the Director in the management and direction of the Directorate and will deputise for the Director as necessary.

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
<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. <p>Health and safety (for team):</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely. • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries. • Assess all hazards promptly and ensure they are managed. 	<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>Strategic Leadership of Engagement, Analysis and Reporting Group which includes:</p> <ul style="list-style-type: none"> • Maintaining and improving customer engagement, to maximise the impact of intelligence reporting. • Principal advisor on setting the national threat level and managing the governance of the Combined Threat Assessment Group (CTAG). • Coordinating the NZSIS's response to the National Security and Intelligence Priorities (NSIPs). • Owning the strategic relationships with key partners on intelligence issues. • Leading NZSIS's security support to major events. 	<ul style="list-style-type: none"> • The development of a strong customer centric culture and systems within the NZSIS is achieved. • NZSIS intelligence reporting makes a highly valued contribution to the NSIPs. • CTAG has an effective governance framework, with active participation at a strategic and operational level by member agencies. • The national threat level is set appropriately, with any changes managed effectively with all stakeholders. • Strategic analysis and threat assessment capabilities are managed and maintained successfully and in line with Five Eyes best practice. • Leading NZSIS's security support to major events. • Strategic alignment and resource management. • NZSIS' Organisational Strategy is developed, maintained and implemented across the Intelligence Directorate. • Branch and CTAG budgets are managed and maintained in accordance with financial authority and instructions.



	<ul style="list-style-type: none"> • Management of key partnerships. • A high level of engagement with external agency customers at all levels maximises the impact of NZSIS intelligence products. • Strong strategic relationships are developed and maintained with key partners on intelligence issues, including as NZSIS’s senior representative on relevant committees. • Strong strategic relationships are developed and maintained with senior managers in partner agencies. • NZSIS Organisational Strategies allocated to ADE are managed. • Develop and maintain strong relationships with key private and public entities in support of NZSIS’ outcomes.
<p>People Leadership and Management</p>	<ul style="list-style-type: none"> • They build a high performing culture. • They demonstrate effective leadership, strategic direction and operational oversight and guidance to direct reports and the wider team. • They lead, champion and model the principles of security and NZSIS values in all aspects of their work. • All team members have meaningful development plans and receive regular feedback on progress. • Employee issues (including non-performance) are successfully addressed. • Personal development opportunities for direct reports are identified and pursued. • Staff are encouraged to collaborate across the Directorate, wider NZSIS and with GCSB to achieve operational and strategic goals. • Staff are encouraged to identify barriers to success together with ideas and solutions to resolve them and where able, empowered to effect change. • A high level of engagement within the team is developed and maintained. • Robust workforce, recruitment and succession plans are developed and managed.



<p>Strategic alignment and resource management</p>	<ul style="list-style-type: none"> • Engagement, Analysis and Reporting strategic intent and business plans are developed, translated and aligned to clearly articulated outputs and deliverables from the Directorate Plan. • Operational and organisational priorities frameworks are in place and aligned to organisational strategy. • Timely and effective advice and information is provided to inform the Director's activities and decision making. • All staff are aware of the organisation and Directorate plans and can see how they contribute to the achievement of NZSIS and NZIC strategic goals. • Contributes toward developing the Capability directorate work programme. • Capability development projects are well managed and deliver planned results within timeframes and budget. • A continuous improvement approach, based on evidence gathered and prioritised by risks, is adopted to ensure the Engagement, Analysis and Reporting Group has the capability to meet present and projected future requirements. • Effective management of resources, both personnel, assets and budgetary in order to achieve strategic outcomes.
<p>Operational Leadership</p>	<ul style="list-style-type: none"> • Efficient and secure delivery of all activities undertaken in pursuit of NZSIS security and intelligence objectives. • The Engagement, Analysis and Reporting Group works collaboratively and co-ordinates effectively with other Directorates and partner agencies on operational matters. • Opportunities for Joint operational capabilities/outcomes are proactively sought. • Ensure operational risk frameworks are robust and managed. • Clear frameworks and policy are developed, maintained and reviewed to guide and direct compliant operational activities.



	<ul style="list-style-type: none"> • Staff are empowered with policy to support and enable timely, effective and compliant decisions in pursuit of Engagement, Analysis and Reporting Group objectives.
Management of key partnerships	<ul style="list-style-type: none"> • Relationships with key internal and external partners are identified and developed to achieve the operational and strategic goals of the NZSIS and NZIC. • Effective relationships with external stakeholders are developed and maintained to support NZSIS's purpose at an operational level. • Organisational representational roles and technical relationships relevant to key functional accountabilities are effectively managed. • NZSIS reputation is enhanced through collaborative partnerships with domestic and international partners. • The Director is kept informed of relevant issues that have an impact on the Engagement, Analysis and Reporting Group and its outputs.
Organisational leadership	<ul style="list-style-type: none"> • Valuable contributions and participation in the development and implementation of organisational NZSIS and NZIC strategy, policy, governance and capability activities and projects. • Strategic decisions are championed and implemented at the operational level.
Risk management	<ul style="list-style-type: none"> • Security, operational and organisation reputational risk is identified, reviewed and managed to approved standards. • Identification and development of standards to ensure that operational activities are consistent and comply with NZSIS legally mandated role and functions.

Position delegation

Financial delegation:

Level 3



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Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Director-General of Security • Directors and senior managers across NZSIS • Other Service staff as appropriate. • ICSS • NZSIS legal team
External:	<ul style="list-style-type: none"> • Counterparts within the wider New Zealand Intelligence Community and central government agencies • Other partner intelligence agencies and law enforcement organisations • Other relevant public or private sector organisations as required • Senior intelligence customers in all NZ Govt departments • Senior managers in NZIC and partner agencies • Senior managers in CTAG member agencies • International partners assessment counterparts
Person Specification	
Experience:	<ul style="list-style-type: none"> • Experience in intelligence/ operations or related leadership role • Experience managing intelligence/ operations in a multi-agency environment • Project governance and management experience • Strong leadership and management experience, including demonstrated success in building and maintaining highly performing teams and delivering results through others • Demonstrated planning experience and provision of operational risk management and guidance • Considerable experience in building and maintaining positive and productive work relationships, including both domestic and international stakeholders • Demonstrated ability to contribute to organisational strategy, policy and capability projects • Financial and resource management experience



	<ul style="list-style-type: none"> • Previous experience in leading change through others • Project management experience is desirable • 10+ years' experience in senior leadership roles is desirable
Knowledge and Skills:	<ul style="list-style-type: none"> • Demonstrated judgement, critical thinking and interpersonal skills to understand, prioritise and articulate business requirements so that these are met • A strong understanding of intelligence operations and how they contribute to national security outcomes is desirable • A strong understanding of the legislative basis and context from which NZSIS operates is desirable
Qualifications and Courses:	<ul style="list-style-type: none"> • A tertiary or professional qualification (at least equivalent to General Bachelor degree) or demonstrated equivalent intellectual capability • MBA or similar management and/or leadership related tertiary qualification is desirable

Leadership Competencies

All leaders within NZSIS are measured against the management and leadership competencies set out in the NZIC Leadership Competency Framework. This position is set at the Leader of Leaders level within this framework.

Diversity and Inclusion

The NZSIS recognises that our success requires us to have a workforce that reflects the community we serve and diversity in its widest context – where all people, regardless of difference are valued and respected.

One way we show our inclusion of those with diverse sexual and gender identifies is with a Rainbow Tick accreditation which we proudly received in 2019.

We are committed to building a workplace where we can say we have achieved – ***He waka eke noa*** – a canoe which we are all in with no exception.

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: 4/09/2019



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



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