



New Zealand
Security Intelligence
Service
Te Pā Whakamarumaru

POSITION DESCRIPTION

Operational Administrator

Directorate: Intelligence Directorate

Location: Wellington

Salary range: E \$48,934 - \$73,400

Purpose of position:

The purpose of this position is to support the effective functioning of the Section through the facilitation of operational support functions.

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>Support to offshore staff</p>	<ul style="list-style-type: none"> • Operational requirements of offshore staff are supported as required throughout their deployments via appropriate communication systems including: <ul style="list-style-type: none"> ○ Correspondence from deployed staff is retrieved and disseminated daily, in a timely fashion, to nominated addressees, and priority requirements highlighted to management immediately ○ Outwards correspondence is sent as directed in accordance with security procedures required by the system used • equipment allocated to staff offshore is recorded, tracked and managed • training for offshore staff is effectively coordinated and documentation (e.g. visas,) is prepared, approved and filed in advance of the travel • Travel HR documentation and reporting requirements is effectively coordinated with ICSS People and Capability
<p>Liaison Officer Support</p>	<ul style="list-style-type: none"> • Liaise with the JDGO International Engagement Unit to ensure Liaison Officer pre-posting requirements and paperwork and general administrative requirements are supported in an effective and timely fashion • Communications from Liaison Officer are securely transferred and delivered to intended addressees in a timely manner • Communications and correspondence to Liaison Officer are securely uploaded in a timely manner in accordance with NZSIS protective security policy
<p>Provision of operational administration and coordination support</p>	<ul style="list-style-type: none"> • Operational support to staff is provided or arranged as required including: <ul style="list-style-type: none"> ○ Procurement, repair and maintenance of operational and non-operational equipment ○ Identifying and booking of suitable venues (e.g. hotels, accommodation) ○ Requesting and distributing funds to support field activities from the finance team • Meeting/teleconferences/VTCs are arranged as required including: scheduling meetings,



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Key accountabilities	Deliverables/Outcomes
	<p>booking rooms/call in numbers, arranging meeting facilities, sending confirmations, preparing and distributing meeting materials and talking minutes/recording actions</p> <ul style="list-style-type: none"> • Vehicles assigned to staff are managed to ensure compliance with maintenance, legal and safety requirements • Provide administrative and logistical support to operational on-the-job training activities • In conjunction with the ID Administrator/Coordinator assist with the coordination of functions, meetings, workshops and conferences and ensure appropriate assembly and distribution of relevant material(s)
Reporting	<ul style="list-style-type: none"> • Reporting and statistics are prepared and compiled to established standards • Operational data is collated and disseminated to enable robust analysis of effectiveness • Liaison engagement/records of meetings are maintained to agreed standards and all paperwork is completed and filed • Intelligence reports meet and pre-empt intelligence requirements set by internal or external customers • Assistance is provided to staff in the drafting of operational proposals, pre-deployment plans, human rights assessment and other operational correspondence
Continuous Improvement	<ul style="list-style-type: none"> • Assist with continuous improvement processes to enhance service delivery including: <ul style="list-style-type: none"> ○ Electronic and paper filing systems are maintained ○ Website content • On behalf of line manager, monitor and assist staff adherence to new/ revised processes
Risk Management	<ul style="list-style-type: none"> • All support activities conducted are consistent with NZSIS legally mandated role and functions
Relationship management	<ul style="list-style-type: none"> • Effective relationships with external stakeholders are developed and maintained to support NZSIS's intelligence collection capability • Strong and constructive relationships with all levels of NZSIS and the wider New Zealand Intelligence Community (NZIC) are developed,



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Key accountabilities	Deliverables/Outcomes
	<p>maintained and enhanced</p> <ul style="list-style-type: none"> • Manager and colleagues are kept informed of relevant issues that have an impact on the team • Organisational representational roles and relationships relevant to the area of accountability are carried out in a professional and effective manner • Input into relevant projects and initiatives is provided
<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 including taking ownership and leading project delivery as required</p>

Position delegation	
Financial delegation:	None



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Key stakeholders	
Internal:	<ul style="list-style-type: none">• Senior Leadership Team, NZSIS as required• Other operational NZSIS staff as necessary• ICSS Finance and People and Capability staff• Other business units as required
External:	<ul style="list-style-type: none">• Counterparts within the NZIC and wider New Zealand Government (NZG) e.g. NAB, NZDF, MFAT• Counterparts within the international community as required

Person Specification	
Experience:	<ul style="list-style-type: none">• Proven administration and coordination experience• Demonstrated experience in providing administration and coordination services to a diverse team• Experience in collaborating with and influencing others to achieve results
Knowledge and Skills:	<ul style="list-style-type: none">• Demonstrated capability with office software, i.e. Microsoft Office suite of products, particularly using Outlook, Word, Excel, Visio and PowerPoint• Strong self-reliance with the ability to initiate own work, work independently and autonomously, efficiently managing workloads, and prioritising time
Qualifications and Courses:	<ul style="list-style-type: none">• National Certificate Level 4 or similar• Hold a current full driver's license
Specific Job Requirements:	<ul style="list-style-type: none">• Flexibility to undertake a wide variety of tasks• Can comfortably deal with ambiguity and respond appropriately in a changing or high pressured environment• Excellent self-discipline and a professional, positive, can-do approach• Demonstrated high levels of integrity and an ability to obtain and maintain a Top Secret Special security clearance



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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: 30/10/2018

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



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