



## New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

nzic.govt.nz



# Position Description

## Advisor Joint Directors'-General Office

<b>Branch/Directorate:</b>	Joint Directors'-General Office
<b>Position purpose:</b>	This role contributes to a team which advises on policy matters while also ensuring GCSB's and NZSIS's external performance and accountability requirements are fulfilled within legislative timeframes and to a high standard. This includes responsibility for NZSIS/GCSB's annual planning, organizational performance management and non-financial reporting processes as and when required. The team also works on short to medium-term projects, and provides secretariat support.
<b>Direct reports:</b>	Nil
<b>Financial delegation:</b>	Nil
<b>Remuneration indicator:</b>	Band G
<b>Date evaluated:</b>	February 2016

## NZSIS Mission and Values

### Our mission

*Leading edge intelligence for a safe and thriving New Zealand.*

### Our values

*Collaborative, Courageous, Positive, Driven, Self-aware.*

## GCSB mission and values

### Our mission

*Protecting and Enhancing New Zealand's Security and Wellbeing.*

### Our values

*Respect, Commitment, Integrity, Courage.*

## Functional Relationships

External contacts:	Internal contacts:
Other members of the New Zealand Intelligence Community (NZIC)	GCSB and NZSIS managers and staff – in particular:
Key staff in Ministerial offices particularly the Minister Responsible for the GCSB and NZSIS, and the Minister for National Security and Intelligence	<ul style="list-style-type: none"> <li>• Senior Leadership Teams</li> <li>• Joint Directors'-General Office managers and staff</li> </ul>
Central agencies (The Treasury, SSC and DPMC)	<ul style="list-style-type: none"> <li>• Directorate, Branch and Section Managers</li> </ul>
Officials from other external agencies with oversight of governance and performance matters.	<ul style="list-style-type: none"> <li>• Legal teams</li> <li>• ICSS</li> </ul>

## Objectives

The position of Advisor encompasses the following major functions or objectives:

- Policy advice to the Directors-General and work on short to medium-term projects;
- GCSB and NZSIS accountability documents, including Annual report, Four Year Plan, and information supporting the Estimates;
- Performance reporting, monitoring and measurement; and
- A variety of other functions across the JDGO team including support to Official Information Act and Privacy Act requests.

The requirements in the above objectives are broadly identified below:

<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<b>Policy advice and development</b>	<ul style="list-style-type: none"> <li>• Contributes to quality, relevant, well-informed policy advice for the Directors-General</li> <li>• Directors-General and managers are well supported by JDGO's policy function</li> <li>• GCSB and NZSIS are able to make progress on objectives through timely and effective policy interventions</li> <li>• GCSB and NZSIS policy projects are contributed to, as well as other one-off projects as directed by the Manager Strategy, Performance and Policy</li> </ul>
<b>Preparing the accountability documents for GCSB and NZSIS and providing input into the NZIC accountability documents</b>	<ul style="list-style-type: none"> <li>• Contributes to accountability documents which meet the legislative requirements as set out in the Public Finance Act and Intelligence and Security Act</li> <li>• The documents meet the quality and timeliness standards set by the Manager Strategy, Performance and Policy</li> <li>• Relevant managers understand the timeframes and requirements of them to providing input into the documents</li> <li>• GCSB and NZSIS contributions into NZIC accountability documents are submitted on time and to a high standard</li> </ul>
<b>Performance reporting, monitoring and measurements</b>	<ul style="list-style-type: none"> <li>• Contributes to the monitoring of GCSB and NZSIS performance against its strategic and operational objectives and deliverables</li> <li>• GCSB and NZSIS performance measures are reviewed annually and better reflect business performance and achievements</li> </ul>
<b>Building and maintaining internal and external relationships</b>	<ul style="list-style-type: none"> <li>• Effective working relationships within the GCSB and NZSIS are built and maintained, as well as the wider NZIC</li> <li>• Effective relationships with external stakeholders are developed and maintained to support the GCSB's and NZSIS's requirements.</li> <li>• The reputation of GCSB and NZSIS is positively viewed by other government agencies and key liaison stakeholders</li> </ul>

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development process. It is also expected that, as part of the Joint Directors'-General Office, you will undertake other duties that can be reasonably regarded as relevant to the position, your experience and capability.

## Person specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>A tertiary qualification, preferably at post-graduate level or equivalent training and experience</li> </ul>	

### Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Experience working within central government. Ideally a component of this should be in the area of policy advice and development.</li> <li>Demonstrated ability to build and maintain highly effective relationships with internal and external stakeholders.</li> <li>Political awareness and an extensive knowledge of the machinery of government, including structures and processes, and public administration and public policy.</li> <li>Proficiency in handling, understanding, processing, analyzing and communicating intelligence or similar information.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of, or interest in, intelligence and security issues.</li> </ul>

### Personal attributes

- Self motivated, innovative and possessing enthusiasm and drive.
- Strong interpersonal skills with the ability to foster good stakeholder relationships through consultation and partnership.

- 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.
- Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance.

## Core competencies

*Core Competencies are based on and are consistent with our values. They describe qualities which are common requirements for all NZSIS staff at differing levels in the organisation, irrespective of their specialist skills or the particular requirements of their job. They are complemented by specialist competencies, which (where applicable) are set out in individual performance agreements.*

All employees are measured against the following core competencies as part of performance development and review:

- Promotes a Security Culture
- Shapes Strategic Thinking
- Achieves results
- Cultivates Productive Working Relationships
- Exemplifies Personal Drive and Integrity
- Communicates with Influence

## Changes to position description

Positions in the GCSB and NZSIS may change over time as the organisations develop. Therefore, we are committed to maintaining a flexible organisation structure, which best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves.

Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

## Health and safety

GCSB and NZSIS are committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety in Employment Act by taking all practicable steps to ensure:-

- a. The employee's safety while at work, and
- b. That no action or inaction of the employee while at work causes harm to any other person.



## Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to GCSB and NZSIS record keeping policy, standards, and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_