



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



Position Description

PSR Engagement and Assurance Manager

Directorate Protective Security

Responsible to PSR Manager

Position purpose: The Protective Security Requirements (PSR) Engagement and Assurance Manager is responsible for providing leadership to the PSR Engagement team. This includes developing and maintaining key relationships for business planning and operational purposes and escalation of relationship management issues. This role is also responsible for the delivery and performance of all Unit activities to ensure the secure, efficient delivery of NZSIS protective security and intelligence objectives.

This role is responsible for managing the organisation and day to day delivery of the outreach programme for the PSR Engagement Team.

This includes responsibility for input into operational policy and procedure frameworks, operational planning, reporting, management of key partnerships and oversight of personnel management and career development for direct reports.

Directorate overview: The Protective Security (PS) Directorate delivers a full range of protective security functions to the NZIC and for New Zealand. The PS Directorate leads the implementation of the Protective Security Requirements (PSR) programme, which aims to substantially improve the security culture and capability of the public service and, potentially, the private sector. The PS Directorate is also responsible for protecting the integrity of the public service and NZIC through effective security clearance management, vetting services and counter intelligence functions. Led by the PS Directorate, the NZIC will be an exemplar of physical, IT and personnel security best practice,

Direct Reports: Leads a small team - more information provided if progressed.

Financial authorities: Level 4

Remuneration indicator: Band I

Date evaluated: May 2017

NZSIS mission and values

Our mission

Keeping New Zealand and New Zealanders safe and secure

Our values

Collaborative, Courageous, Positive, Driven, Self-aware

Functional relationships

External contacts:	Internal contacts:
<ul style="list-style-type: none"> NZ Government agency Chief Executives (PSR mandated and others) and senior security staff (CSOs) and other employees with protective security responsibilities Ministers and their staff for travel briefings and other protective security advice and guidance Regular engagement with protective security leaders in non-mandated agencies and private sector organisations Commercial service providers relevant to protective security Other partner intelligence agencies and law enforcement organisations Lead partner agencies including GCPO, SSC, MBIE and DIA 	<ul style="list-style-type: none"> NZIC managers and staff NCSC engagement managers Other PS Directorate leadership and technical roles ICSS

Objectives

The position of Manager PSR Engagement and Assurance encompasses the following major functions or objectives:

- Lead the delivery of PSR Engagement & Assurance
- Operational Leadership
- People leadership and management
- Health, Safety and Wellbeing
- Strategic alignment and resource management
- Management of key partnerships
- Risk Management

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<p>Lead the delivery of PSR Engagement & Assurance:</p> <ul style="list-style-type: none"> • Effective agency engagement and timely assurance reporting 	<ul style="list-style-type: none"> • Engagements with mandated agencies lead to improvements in their respective protective security capability maturity and increased confidence in the PSR, as reflected in: assurance reporting; other means of verification; and independent quality assurance. • All mandated agencies provide assurance reporting as required: on time and of sufficient quality to enable effective analysis and reporting to governance groups. • Increased number of non-mandated agencies adopting and reporting against the PSR continues to increase. • Team Leader remains current on protective security policy, governance, and legislative requirements. • Team performance is managed to target, through workflow analysis and performance reporting (supported by the PSR Manager).
<p>Operational Leadership</p>	<ul style="list-style-type: none"> • Efficient and secure delivery of all activities undertaken in pursuit of NZSIS protective security and intelligence objectives. • The Unit works collaboratively and co-ordinates effectively with other NZSIS teams and partner agencies on operational matters. • Team members fully understand their role and requirements and are provided with effective oversight, guidance and support to ensure that they are successful. • Contributing to the development of frameworks and policy to guide and direct PSR Engagement and Assurance operational activities, which are regularly reviewed. • Ensuring that operational priorities are clearly articulated and managed. • Commitment to exploring opportunities for continuous improvement. • Positive and effective implementation of change. • Effective operational risk management.
<p>People Leadership and Management</p>	<ul style="list-style-type: none"> • They demonstrate effective leadership and operational guidance to direct reports. • They lead, champion and model the principles of security and NZSIS values at all times. • All team members have meaningful development plans and receive regular feedback on progress.

Health, Safety and Wellbeing

- Employee issues (including non-performance) are successfully addressed.
- Development opportunities for reporting personnel are identified and pursued.
- A high level of engagement within the team is developed and maintained.
- Input to development of workforce, recruitment and succession plans.
- Create and maintain a positive culture.
- Health and safety (of self) is practiced by:
 - Working safely and take responsibility for keeping self and colleagues free from harm.
 - Reporting all incidents and hazards promptly.
 - Knowing what to do in the event of an emergency.
 - Cooperating in implementing return to work plans.
- Health and safety (of team) is practiced by:
 - Informing, training and equipping staff to carry out their work safely.
 - Ensuring prompt and accurate reporting and investigation of all workplace incidents and injuries.
 - Assessing all hazards promptly and ensuring they are managed.

Strategic alignment and resource management

- Unit outputs and deliverables are aligned to Directorate strategic intent and business plans. Contributions are made to NZSIS and NZIC policy and strategy projects as required.
- Directorate and Unit strategies are championed and implemented at the operational level.
- Input is provided into operational training courses as required.
- All staff are aware of how they contribute to the achievement of strategic goals.
- Effective budget management and reporting in accordance with financial authority, with approval sought from the PSR Policy and Engagement Manager for any departures from budget, or anticipated over-expenditure.

Management of key partnerships

- Effective working relationships with key NZSIS partners are enhanced and maintained.
- Effective relationships with external stakeholders are developed and maintained to support NZSIS's purpose at an operational level.
- The reputation of NZSIS is positively viewed by key liaison stakeholders.
- The PSR Manager is kept informed of relevant issues that have an impact on the PSR Engagement & Assurance Team and its outputs.

Risk management

- All Team/Unit activities take account of security, operational and organisation reputational risk and these risks are managed to approved standards and escalated to the PSR Manager.
- All operational activities are consistent with NZSIS legally mandated role and functions.
- Health & Safety risks are proactively identified, managed and reported and all staff are informed, trained and equipped to carry out their work safely.

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be 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 expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning.

Qualifications**Essential:**

- Tertiary/undergraduate diploma/technical certificate or Level 5 equivalent qualification

Desirable:

- A tertiary or professional qualification (at least equivalent to General Bachelor degree) or demonstrated equivalent intellectual capability

Knowledge/experience**Essential:**

- Proven leadership ability including experience in leading and maintaining highly performing teams and delivering results through others.
- An understanding of the NZ Protective Security Requirements (PSR) is required along with a sound understanding of the regulatory regime and the authorising environment for the PSR.
- Demonstrated judgement and initiative to respond appropriately to dynamic situations.
- Demonstrated planning experience and provision of operational risk management and guidance.

Desirable:

- An understanding of intelligence operations and how they contribute to national security outcomes.
- An understanding of the legislative basis and context from which NZSIS operates.
- Previous experience in leading change through others.

- Proven experience in building and maintaining positive and productive work relationships.
 - Proven experience in operational policy development and implementation.
 - Budget management and reporting experience.
 - Good knowledge of the NZ State Sector and machinery of government.
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Personal attributes

- A strong customer service ethic with the ability to manage collegial and effective working relationships.
- Managerial courage.
- Pro-actively and efficiently manages workload, priorities and time.
- Self-motivated, innovative, possessing enthusiasm and drive.
- Demonstrates sound problem solving ability.
- Astute decision making skills, including the ability to remain calm and make sound decisions under pressure, even without full information.
- Strong interpersonal, verbal and written communication skills, including the ability to present technical issues clearly, tailoring communications to meet audience needs and to influence change.
- Demonstrated high levels of integrity and an ability to maintain a TSS security clearance.

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 **People Leader** level within this 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. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

Health and safety

NZSIS is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in the current Health and Safety legislation 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 NZSIS record keeping policy, standards, and procedures.

Employee: _____ DATE: _____

Manager: _____ DATE: _____