



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Personnel Security Advisor

Unit/Branch, Directorate: NZIC Security Services Group, Protective Security Directorate

Location: Wellington

Salary range: F \$58,500 - \$87,750 , G \$68,316 - \$102,474, H \$77,711 - \$116,567

Purpose of position:

Within the NZIC, the Personnel Security Advisor is responsible for ensuring the agencies comply with the personnel security mandatory requirements. Specifically, the Personnel Security Advisor exists to:

- Assist the delivery of the personnel security programme for the NZIC to ensure a robust and effective personnel security culture;
- Identify, assess, and mitigate personnel security risks across the NZIC; and
- Communicate timely, accurate and relevant personnel security advice to domestic and international stakeholders.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure

Our values at the GCSB are Respect, Commitment, Integrity and Courage

Our values at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

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.

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.

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Key accountabilities	Deliverables/Outcomes
Customer Service	<ul style="list-style-type: none"> • Customer requirements are met to agreed standards and expectations managed professionally. • Personnel Security process, advice, and guidance is actively sought out by customers and partners, and is consistently valued as best practice. • Personnel Security are seen as trusted experts, through confidence and rapport building with customers.
Security advice and guidance	<ul style="list-style-type: none"> • Personnel security advice and guidance provided is aligned with the PSR and NZIC security policies, and gives consideration to best practice and contextual factors. • Advice and guidance is delivered in an effective and timely manner, meeting NZIC and wider NZ Government customer requirements. • The content, style and language of oral and written briefings and advice is appropriately tailored for the intended audience.
Investigations and outcomes	<ul style="list-style-type: none"> • Personnel security risks are identified and mitigated in a timely fashion; recommendations and actions are considered using a balanced risk management approach. • Personnel security interviews and enquiries are conducted in a non-judgemental, sensitive and professional manner ensuring all relevant information is elicited. • Accurate records are maintained to facilitate sound, and risk managed, security practices.
Research and information analysis	<ul style="list-style-type: none"> • Information is collated and analysed, utilising available tools, techniques and resources, to produce superior quality assessments into personnel security trends and issues. • Reporting produced is of a professional standard, prepared and delivered in a timely manner, to support effective decision making within the NZIC as well as guiding relevant government policy and awareness.

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Key accountabilities	Deliverables/Outcomes
	<ul style="list-style-type: none"> Proficiency in NZIC systems and in-depth understanding of different information sources in analyses conducted is displayed, including the limitations, reliability and credibility of the information or intelligence.
Policy development	<ul style="list-style-type: none"> Security processes and procedures are developed and enhanced, aligned with the PSR and security best practice, meet compliance requirements and take into account changes in the operating environment.
Internal and external relationships	<ul style="list-style-type: none"> Effective and productive relationships with external stakeholders are developed and maintained to support the NZIC's protective security objectives. Organisational representational roles and relationships relevant to the area of accountability are carried out in a professional and effective manner. Strong and constructive relationships with all levels of the NZIC, and wider NZ Government, are developed, maintained and enhanced. Manager and colleagues are kept informed of relevant issues impacting the security of the NZIC.
Health and safety (for self) <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 GCSB'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.
Other duties	Any other duties that fall within the scope of the position.

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Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none">All staff of the GCSB, NZSIS, and the Security and Intelligence Group of DPMC.
External:	<ul style="list-style-type: none">Chief Security Officers and their delegates of NZ Government agencies including but not limited to MFAT, NZDF, MOD, MBIE, MPI, NZCS, DIA (including Ministerial Services), and Parliamentary Services.NZ Ministers and support staff.International partners.

Person Specification	
Experience:	<ul style="list-style-type: none">Working understanding of the intelligence sector.Working understanding of the PSR.Able to effectively communicate complex information, orally and written.Experience in collaborating with, and influencing others to achieve results.Able to manage sensitive and/ or complex relationship management issues.Demonstrates high degree of integrity and discretion, and an ability to maintain the highest security clearance.
Knowledge and Skills:	<ul style="list-style-type: none">Excellent interpersonal skills.Ability to build and maintain effective and productive working relationships at all levels of an organisation.High level of self-motivation and an ability to motivate others .Ability to influence and motivate others in trying circumstances.Highly effective oral and written communication skills.Ability to juggle competing workloads and work under pressure to meet deadlines.Excellent customer service ethic and skills.

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	<ul style="list-style-type: none">• Excellent self discipline and personal integrity.
Qualifications and Courses:	<ul style="list-style-type: none">• A general tertiary qualification General degree (Bachelor level) pass/NZ Certificate requiring the development and application of analytical and communication skills.
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance.• Able to travel domestically as required.

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.

The position is aligned to the Service Delivery and Engagement competency framework.

Changes to Position Description

Positions in the GCSB 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: 16/02/2018

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

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