



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Programme Delivery Manager

Unit/Branch, Directorate: Capability Directorate

Location: Wellington

Salary range: J \$106,860 - \$160,290

Purpose of position: The Programme Delivery Manager is responsible for the delivery and performance of all team activities to ensure the secure, efficient delivery of NZSIS protective security and intelligence objectives.

This role leads the project delivery portfolio and is responsible for establishing and maintaining the programme and project management practice in the NZSIS. This includes defining frameworks, processes, tools and templates, undertaking project and programme performance reporting and providing project management support to staff.

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.

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

Capability Directorate purpose:

The Capability Directorate is charged with ensuring the NZSIS *stays ahead of the curve* through smart investment of products and services and to strategically think about the requirements of the future. We support the implementation of the NZSIS Operational Strategy by assisting the Service to identify and develop organisational capabilities that meet today's needs and position the NZSIS to achieve our goals into the future. Our core focus is on partnering with, and supporting, internal customers. We take a 'one agency' approach. We're not successful unless the whole NZSIS is successful.

Our mission: Delivering for today. Preparing for tomorrow.

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Key accountabilities	Deliverables/Outcomes
<p>Developing a capable and credible NZSIS project management capability and ensuring methodologies are in line with best practice standards.</p>	<ul style="list-style-type: none"> • They develop and implement standardised end-to-end project management processes, tools and templates. • They ensure the Programme Delivery portfolio has appropriate policies, practices, systems and procedures and staff are trained on these. • They champion the ongoing development and improvement of the project management profession at NZSIS. • NZSIS leadership is appropriately informed about the current performance of all programmes and projects and material risks and issues to the project delivery portfolio are elevated in an appropriate timeframe.
<p>Developing a multi-year work and resource plan for the Project Delivery Portfolio</p>	<ul style="list-style-type: none"> • The Programme Delivery work plan aligns with the overall strategic direction of the Capability Directorate and the NZSIS. • They provide regular performance reporting on the Programme Delivery portfolio and where required, individual projects to the appropriate governance and leadership teams including senior leadership groups within NZSIS. • There is a clear multi-year resource plan for the Programme Delivery portfolio that enables the Capability Directorate, the business and external resource providers to provide the right people with the right skills, at the right time. • External project management contractors (Project Managers, Business Analysts, and Solution Architects etc.) are available when required.
<p>Managing large or high risk NZSIS or NZIC programmes</p>	<ul style="list-style-type: none"> • Sufficient project support is available to support the Programme Delivery work programme. • Large or high risk NZSIS or NZIC programmes and projects are delivered to the required timeframe, quality and budget. • Stakeholders are kept informed of programme and project progress.
<p>Programme and Project Assurance</p>	<ul style="list-style-type: none"> • Risks and issues are appropriately managed and are escalated to decision makers when identified as necessary.



	<ul style="list-style-type: none"> • They ensure the mandated use of standardised processes, tools and templates and provide quality control as necessary. • The health of individual projects is monitored and any risk to successful project delivery is escalated to the appropriate person/ governance group. • The delivery, monitoring and reporting of projects are consistent and comply with appropriate internal policies and legislation. • A process for continuous learning is embedded and project management lessons learnt are used as an input into current and ongoing project management planning processes.
<p>Operational Leadership</p>	<ul style="list-style-type: none"> • The team ensures the efficient and secure delivery of all activities undertaken in pursuit of NZSIS protective security and intelligence objectives. • The team 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. • They contribute to the development of frameworks and policy to guide and direct Programme Delivery team operational activities, which are regularly reviewed. • Operational priorities are clearly articulated and managed. • The team demonstrates commitment to exploring opportunities for continuous improvement. • They positively and effectively implement change. • They effectively manage operational risk.
<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 in all aspects of their work. • All team members have meaningful development plans and receive regular feedback on progress.



	<ul style="list-style-type: none"> • 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. • They provide input to development of workforce, recruitment and succession plans. • They create and maintain a positive culture.
Strategic alignment and resource management	<ul style="list-style-type: none"> • Team 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 team 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. • They deliver effective budget management and reporting in accordance with financial authority, with approval sought from the relevant manager for any departures from budget, or anticipated over-expenditure.
Management of key partnerships	<ul style="list-style-type: none"> • 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. • Relevant managers and governance groups are kept informed of relevant issues that have an impact on the Programme Delivery team and its outputs.
Risk management	<ul style="list-style-type: none"> • All activities take account of security, operational and organisation reputational risk and these risks are managed to approved standards and escalated to the Programme Delivery Manager where appropriate. • All operational activities are consistent with



	<p>NZSIS legally mandated role and functions.</p> <ul style="list-style-type: none"> Health & Safety risks are proactively identified, managed and reported and all staff are informed, trained and equipped to carry out their work safely.
<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
Other duties	Any other duties that fall within the scope of the position

Position delegation

Financial delegation:

Level 4

Key stakeholders

Internal:

- Operational managers and staff across the wider NZSIS
- Other NZSIS staff as appropriate
- NZSIS legal team
- IT (system support and maintenance, system development)

External:

- Counterparts within the wider New Zealand Intelligence Community and central government agencies, including GCSB
- Other partner intelligence agencies and law enforcement organisations
- Other relevant public or private sector



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	organisations as required
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Person Specification	
Experience:	<ul style="list-style-type: none"> • Significant programme and project management experience. • Previous experience in effectively leading, managing and implementing successful programmes across functional areas. • Proven experience in developing and maintaining productive working relationships with a wide range of internal and external stakeholders. • Proven leadership ability including experience in leading and maintaining highly performing teams and delivering results through others. • Demonstrated judgement and initiative to respond appropriately to dynamic situations. • Demonstrated planning experience and provision of operational risk management and guidance. • Proven experience in building and maintaining positive and productive work relationships. • Proven experience in operational policy development and implementation. • Budget management and reporting experience.
Knowledge and Skills:	<ul style="list-style-type: none"> • 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. • Understanding of financial planning and forecasting processes.
Qualifications and Courses:	<ul style="list-style-type: none"> • A relevant tertiary qualification or equivalent experience • PRINCE2 or PMP certification • MSP or MOP certification
Specific Job Requirements:	<ul style="list-style-type: none"> • Enthusiastic, self-motivated leader with demonstrated ability to innovate and inspire others. • Strong interpersonal, oral and written communication skills, including the ability to present technical issues clearly, tailoring



	<p>communications to meet audience needs.</p> <ul style="list-style-type: none"> • A strong customer service ethic with the ability to manage collegial and effective working relationships. • Astute decision making skills, including the ability to remain calm and make sound decisions under pressure, even without full information. • Pro-actively and efficiently manages workload, priorities and time. • Demonstrates sound problem solving ability. • Managerial courage. • Demonstrated high levels of integrity and an ability to maintain a TSS 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.

The position is aligned to the People Leader competency 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. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 6/09/2018

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



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