



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### PSR Policy and Capability Advisor

**Protective Security Requirements Team, Protective Security Directorate:**

**Location:** Wellington

**Salary range:** G \$68,316 - \$102,474

#### **Purpose of position:**

The position of PSR Policy and Capability Advisor encompasses the following major functions or objectives:

- Leading and driving the development and delivery of PSR policies and protocols
- Ensuring that the PSR framework and guidance is current, fit-for-purpose and reflects international best practice
- Consulting with internal and external stakeholders on PSR policies and direction of travel to ensure support and buy-in
- Informing strategic direction and decision making on effectiveness, capability and performance
- Reporting to Ministers and governance groups on the PSR, strategic direction and assurance on government capability to ensure transparency and buy in at Executive level

**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

#### **NZSIS Protective Security Directorate purpose:**

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
<b>Leading and driving the development and delivery of PSR policies and protocols</b>	<ul style="list-style-type: none"> <li>• Delivery of PSR policies and protocols is scoped, planned, prioritised and completed to schedule</li> <li>• Subject matter experts contribute to content development and stakeholders buy in to the final product</li> <li>• Risks and issues are proactively identified and managed</li> <li>• The PSR is New Zealand protective security best practice</li> <li>• The PSR facilitates robust and consistent security practices across New Zealand</li> <li>• Guidance is easy for public and private sector organisations to understand and implement</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communications are consistent, relevant and timely to key stakeholders, subject matter experts, and partner agencies</li> <li>• Key relationships are actively managed and deliver positive outcomes</li> <li>• Develop and maintain relationships with internal and external stakeholders and take a customer focused approach to delivery</li> <li>• Adherence to the PSR Customer Engagement Policy</li> </ul>
<b>Informing decision making and strategic direction</b>	<ul style="list-style-type: none"> <li>• Provide analysis that informs decision making and strategic direction</li> <li>• Author high quality reports, policies and briefings</li> <li>• Demonstrate a sound level of critical thinking, evaluation and ability to tailor the final product for the required purpose and audience</li> </ul>
<b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> <li>• <b>Follow</b> NZSIS's safety rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>

Position delegation	
<b>Financial delegation:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

Key stakeholders	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Director, Protective Security</li> <li>• PS Directorate Staff and Managers</li> <li>• Lead Security Teams and other NZIC staff as required</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• Partner agencies –GCSB (Government Chief Information Security Officer), DPMC, DIA (Government Chief Information Officer, Government Chief Privacy Officer), SSC</li> <li>• PSR mandated agencies – 33 public service agencies, NZDF, Police, Parliamentary Precinct</li> <li>• Protective Security providers/contractors</li> <li>• PSR Governance Group</li> <li>• Security Intelligence Board</li> <li>• International partner agencies</li> </ul>

Person Specification	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Developing and implementing policy</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Significant and relevant experience as a policy advisor, business advisor or related experience in a government or large private sector organisation</li> <li>• Excellent verbal and written communication skills, for both technical and non-technical audiences</li> <li>• Strong analytical skills</li> <li>• Knowledge and understanding of the machinery of government</li> <li>• Experience in collaborating with and influencing others to achieve results</li> <li>• Demonstrated high levels of integrity and an ability to obtain and maintain a TOP SECRET SPECIAL security clearance</li> </ul>
<b>Qualifications and Courses:</b>	<ul style="list-style-type: none"> <li>• An undergraduate qualification with a strong writing and analytical component, or equivalent professional experience</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Ability to build and maintain effective and productive working relationships at all levels of an organisation</li> </ul>

### Person Specification

	<ul style="list-style-type: none"> <li>• High level of self-motivation and an ability to motivate others</li> <li>• Ability to think laterally and manage ambiguous information</li> <li>• Confidence to challenge accepted positions and decisions, listen and adapt to different audiences, and negotiate persuasively</li> <li>• Ability to self-manage, juggle competing workloads, and work under pressure to meet tight deadlines</li> <li>• Highly effective oral and written communication skills</li> <li>• Excellent customer service ethic and skills</li> </ul>
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### 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: 18/12/2018

### Signatures

Manager's Name		
Signature		Date:

Employee's Name		
Signature		Date:



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