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New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

New Zealand
Security Intelligence Service
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www.security.govt.nz

POSITION DESCRIPTION

Protective Security Engagement Manager

Unit/Branch, Directorate: Protective Security

Location: Wellington

Salary range: G \$68,316 - \$102,474 H \$77,711 - \$116,567 I \$90,366 - \$135,548

Purpose of position:

A Protective Security Engagement Manager (PSEM) is part of the Protective Security Team. This team's core responsibility is lifting the protective security capability of mandated government agencies. Over time, the function of the team may expand to work with non-government organisations and private sector entities of strategic importance.

A PSEM is the relationship manager for a diverse portfolio of agencies. The portfolio will change from time to time based on the security risk environment and strategic goals. They are the liaison between the subject matter experts across the New Zealand Intelligence Community and other government agencies, enabling agencies to understand and adopt the PSR and to know where, when and how they can access support.

A PSEM fosters relationships that encourage agencies to seek trusted protective security advice and in return we provide sound, relevant and up-to-date protective security advice.

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

Protective Security 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
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with internal and external organisations according to engagement plan. • Provide bespoke engagement to enable professional, relevant and timely delivery of protective security advice. • Represent PSR with internal and external stakeholders. • Represent the New Zealand Intelligence Community with liaison partners.
Communication	<ul style="list-style-type: none"> • Strong oral and written communication skills ensure accurate and timely delivery of information, reports and recommendations. • Ability to effectively facilitate meetings / workshops and training.
PSR Engagement Management	<ul style="list-style-type: none"> • Establish and maintain relationships and contacts across a diverse range of government and non-government agencies. • Provide bespoke customer service and engagement to enable professional, relevant and timely delivery of protective security advice. • Represent PSR with internal and external stakeholders. • Represent the New Zealand Intelligence Community with liaison partners. • Provide sound, comprehensible advice on a structured or adhoc basis.
Implementation of PSR enhancements	<ul style="list-style-type: none"> • Produce and maintain PSR content including consulting with agencies to ensure content is fit-for-purpose; • Support continuous improvements by developing responses to frequently asked questions and case studies that can be used to assist agencies adopt the PSR.
Education and research	<ul style="list-style-type: none"> • Commits to developing and maintaining skills required for role through engagement with performance development programme. • Maintain an in-depth understanding of the PSR. • Maintain subject matter expertise as appropriate through monitoring and researching national and international trends and practices in protective security.



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Key accountabilities	Deliverables/Outcomes
Contribution to the NZIC protective security programme	<ul style="list-style-type: none"> Builds relationships with other groups in Directorate and NZIC and seeks opportunities for collaboration. Contributes to Directorate and NZIC wide programmes as required.
Professional standards	<ul style="list-style-type: none"> Promote the reputation of and upholds the vision, mission, and values of the NZIC. Keeps up to date with, and abides by policy. Adhere to the PSR Customer Engagement Policy. Keeps up to date with, and abides by NZIC policy. Promote a culture of security awareness.
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 NZSIS'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	<ul style="list-style-type: none"> May conduct other duties from time to time to meet the objectives of the NZIC.

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> New Zealand Intelligence Community managers and staff.
External:	<ul style="list-style-type: none"> NZ Government agencies and employees with responsibilities relevant to protective security. Non-Government agencies and employees with responsibilities relevant to protective security. Commercial service providers relevant to protective security. Overseas-based liaison partners.



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Person Specification	
Experience:	<ul style="list-style-type: none">• Knowledge of or experience working within the security or risk management sectors (personnel, physical or information).
Knowledge and Skills:	<ul style="list-style-type: none">• Relevant experience or tertiary qualification.• Knowledge or understanding of AS/NZS ISO 31000:2018 Risk Management - Guidelines and HB 167:2006 Security risk management.
Qualifications and Courses:	<ul style="list-style-type: none">• Relevant experience or tertiary qualification
Specific Job Requirements:	<ul style="list-style-type: none">• Excellent self-discipline and personal integrity;• Strong and effective interpersonal skills.• A good listener who can demonstrate responsiveness and awareness of customer needs, issues and limitations.• Strong written and verbal communication skills, for both technical and non-technical customers.• Proven ability to act proactively to influence decision-makers, and interact with customers from a variety of backgrounds.• Proven ability to develop and implement customer management plans.• Proven ability to apply common sense, make sound judgements, and join the dots to “see the big picture.” A “can-do” approach and ability to see a task through to completion with minimal supervision.• Proven ability to translate concepts into practical advice.• Can demonstrate an understanding of protective security principles and practices.• Demonstrated high levels of integrity and an ability to maintain the highest security clearance.

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.

Appointments may be made at the Developing, Practitioner or Expert level



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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: 9/10/2018

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

