



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

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Position Description

NZSIS Physical Security Advisor (Level 1-2)

Position purpose:	<p>The Physical Security Advisor exists to ensure the protection of New Zealand's people, information and assets through protective security, namely physical security controls, by:</p> <ul style="list-style-type: none"> • Providing sound, relevant and up-to-date security advice and guidance in-line with the Protective Security Requirements (PSR) to the NZSIS, and wider New Zealand government • Managing the design, installation and testing of NZSIS's physical security systems • Using technical capabilities to accurately evaluate, and where suitable approve, security equipment and installations for use by all New Zealand government agencies
Directorate overview:	<p>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 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.</p>
Staff management:	Nil
Financial authorities:	Nil
Remuneration indicator:	<p>Level 1 = F Level 2 = G</p>
Date evaluated:	May 2015

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"> • New Zealand Intelligence Community • Other New Zealand government agencies, including senior executives and Ministers • Security equipment suppliers and installers • International counterparts 	<ul style="list-style-type: none"> • All staff and Managers of the NZSIS

Objectives

The position of Physical Security Advisor encompasses the following major functions or objectives:

- Contributing to the NZSIS's protective security programme
- Providing protective security advice to New Zealand government agencies
- Co-ordinating and managing the NZSIS's contribution to the PSR and product evaluation
- Managing and maintaining relationships with key stakeholders
- Effective communication

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<p>Contributing to the NZSIS's protective security programme</p>	<ul style="list-style-type: none"> • The design, installation, testing and maintenance of the NZSIS's physical security systems, including lock, security containers, access control and intruder detection systems and closed circuit television is well managed • System testing and equipment replacement programmes are implemented and managed • Security procedures are complete and up-to-date, and staff demonstrate physical

<p>Providing protective security advice to New Zealand government agencies</p>	<p>security awareness</p> <ul style="list-style-type: none"> • Risk management is applied to all physical security solutions • Security incidents are investigated and documented in a timely manner • Day-to-day functions of the role are completed in a timely manner, meeting the requirements of the customer • Relevant, up-to-date, and timely advice on physical security, or approved security equipment, is provided when required using sound risk management principles • Site assessments and/or accreditations are conducted in a timely manner, in accordance with the PSR, and other relevant standards with completed documentation
<p>Co-ordinating and managing the NZSIS's contribution to the PSR and product evaluation</p>	<ul style="list-style-type: none"> • Technical notes, and security equipment guides, to support the PSR and protective security activities of government agencies are produced to a high standard, and are regularly maintained • Security equipment is tested, evaluated and approved for use within New Zealand government agencies
<p>Managing and maintaining relationships with key stakeholders</p>	<ul style="list-style-type: none"> • Effective relationships are established with protective security contacts within government agencies and with external suppliers and installers • Representational roles and relationships are carried out in a professional and effective manner • Relationships with domestic and overseas partners develop NZSIS's protective security capability and secure tangible benefits
<p>Effective communication</p>	<ul style="list-style-type: none"> • High quality written work is produced, that is accurate and delivered in a timely manner • Sound, understandable advice can be provided on a structured or ad-hoc basis

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development 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:	Desirable:
<ul style="list-style-type: none"> Tertiary / Undergraduate Diploma / Technical Certificate or National Diploma Level 5 or equivalent level of learning experience within chosen technical profession Full drivers licence 	<ul style="list-style-type: none"> National certificate or degree in security ASIS Physical Security Professional certification Electrical Service Technician B Electrical Registration

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none"> Two-three years in chosen technical profession, for example, access control systems, alarms or locks One year in designing and commissioning a variety of systems / solutions in chosen technical profession Comprehensive understanding and proven ability to apply AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines Demonstrates high levels of integrity and an ability to maintain the highest security clearance 	<ul style="list-style-type: none"> Two- three years in installing and servicing alarms, access control and security systems, including in the systems programming space Understanding of Internet Protocol, Virtual Private Networks, subnets and firewalls Proven understanding of protective security principles and practices, including familiarity with the Protective Security Requirements

A willingness to undertake both domestic and international travel is also a requirement of this role

Personal attributes

- Excellent self discipline and personal integrity
- Highly effective oral and written communication skills, for both technical and non-technical customers
- Sound judgement
- A "can do" approach and ability to see a task through to completion with minimal supervision
- High level of self motivation
- Adept at conducting independent research

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, which 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 the preparation for performance 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: _____