



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Physical Security Certification Assessor

Unit, Directorate: IT & Physical Security Team, Protective Security Directorate

Location: Wellington

Salary range: H \$77,711 - \$116,567

Purpose of position:

The purpose of the Physical Security Certification Assessor is to assess sites and facilities against government standards to ensure compliance and operability. This position will also be seen as the physical certification subject matter expert offering advice and guidance to a range of individuals / teams

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
<p>Assess sites and facilities for certification purposes</p> <ul style="list-style-type: none"> • Assess compliance of sites and facilities for physical security • Assess plans for physical security compliance • Complete inspection of sites and facilities • Work collaboratively with government agency security staff on the inception, design, implement/building, certification assessment and approval of facilities • Production of a final report comprising findings of the assessment and recommendations to the Certification Authority • Maintain records on the management and status of site and facility certifications 	<ul style="list-style-type: none"> • Sites and facilities are thoroughly assessed for compliance in accordance with standards, legislation, regulations and risk • Furnished plans for proposed sites from site owners are evaluated for compliance with physical security requirements, standards, legislation and regulations /Including those associated with physical security (mechanical locks, security alarm systems, access control systems etc), and implementation advice/guidance is provided, to ensure they appropriately manage the identified risks • Site and facility inspections are completed via a paper based review of certification artefacts and/or a visual interaction with the site capability provided by a Subject Matter Expert • Subject matter experts are consulted when required • Recommendations to the Certification Authority are to the expected standard and meet requirements • Reviews and recommendations are made in a timely manner as agreed with management / stakeholders • Recommendations are practical, appropriate and proportional to the threat and risk • All records on the management and status of site and facility certifications are complete, correct and easily accessible • On-going aftercare pertaining to certified sites is provided (fielding post certification questions, participating in progress meetings with agency stakeholders)
<p>Promotes the physical certification practice in the NZIC</p>	<ul style="list-style-type: none"> • Is recognised as the subject matter expert in site certification • Ensures certification artefacts (templates) are up to date and accurately reflect standards (such as the PSR, technical notes, New Zealand Building Code and other relevant similar codes from other jurisdictions where sites are located offshore) • Provides accurate and timely certification advice and guidance to Field Advisors as they work collaboratively with site owners/project teams • Provides timely and relevant education to disparate stakeholders on certification requirements, including delivery of training and educational materials
<p>Provide expert advice pre and post certification</p>	<ul style="list-style-type: none"> • Field Advisors are well supported to promote and enhance certification maturity • Field Advisors are mentored in the certification



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Key accountabilities	Deliverables/Outcomes
	<p>methodology</p> <ul style="list-style-type: none"> • Site owners have a clear understanding of their requirements to obtain and retain site certification • A certification schedule or calendar is maintained so that re-certifications are proactively managed
<p>Risk management</p>	<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 management where appropriate • Pre-deployment plans are produced and adhered to when away from the office • All activities are consistent with NZSIS legally mandated role and functions • Any residual risks in sites are identified and highlighted
<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 	<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

Position delegation	
<p>Financial delegation:</p>	<p>None</p>



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Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Directorate staff and contractors • NZIC site owners and their representatives/associates • NZSIS Certification Authority • NZIC senior security staff • NZIC Accommodation team
External:	<ul style="list-style-type: none"> • Site and facility owners • Counterparts within the wider New Zealand Intelligence Community and central government agencies • Other partner intelligence agencies and law enforcement organisations as required • Other relevant public or private sector organisations as required

Person Specification	
Experience:	<ul style="list-style-type: none"> • In-depth experience in chosen relevant profession, (for example building construction, access control systems, security alarm systems or mechanical locks) plus 1 year in designing and commissioning a variety of physical security systems/ solutions in chosen technical profession • Proven knowledge and application of: <ul style="list-style-type: none"> ○ AS/NZS ISO 31000:2009 Risk Management principles and guidelines
Knowledge and Skills:	<ul style="list-style-type: none"> • In-depth understanding of building construction techniques and methodologies and associated security considerations • Broad understanding of building mechanical services e.g. Heating , ventilation and Air-conditioning (HVAC) • A broad understanding of the NZ Building Code as it relates to Office Buildings • Well developed interpersonal skills with the ability to engage with a diverse range of people at all levels of the organisation • Strong analytical skills with the ability to work methodically and display an aptitude for problem solving • Ability to work independently using sound judgement and initiative
Qualifications and Courses:	<ul style="list-style-type: none"> • Certification in advanced trades such as Electrician, Building, Drafting or similar profession i.e. education to National Diploma level/ Old NZ Certificate level • Full drivers licence
Specific Job Requirements:	<ul style="list-style-type: none"> • Demonstrates high levels of integrity and an ability to maintain the highest security clearance • Proven ability to work as a member of a successful team at all levels of the organisation • A high level of accuracy and attention to detail • Professional customer focus with a strong commitment to



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Person Specification

	<p>providing a high standard of customer service</p> <ul style="list-style-type: none">• Excellent written and oral communication skills, with an ability to convey technical information in a manner that is understood by the audience• Proven planning and organisational skills, and an ability to prioritise tasks to meet deadlines and manage changing priorities• Proven coaching and mentoring skills and ability• Adept at conducting independent research• Ability and willingness to undertake both domestic and international travel on a regular basis
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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 are available on appointment.

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: 25/06/2018

Signatures

Managers Name		
Signature		Date:

Employee's Name		
Signature		Date:



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