



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

nzic.govt.nz



Position Description

NZSIS Personnel Security Advisor (Level 1 – 2)

Position purpose:	The Personnel Security Advisor exists to: <ul style="list-style-type: none"> • Lead and manage the personnel security programme for the NZIC to ensure a robust and effective personnel security culture • Communicate timely, accurate and relevant personnel security advice to domestic, and international, stakeholders
Direct reports:	Nil
Financial delegation:	Nil

NZSIS mission and values

Our mission

Leading edge intelligence for a safe and thriving New Zealand.

Our values

Courageous, Self-aware, Driven, Collaborative, Positive

Functional relationships

The Personnel Security Advisor will be the first contact for all NZIC staff in relation to personnel security matters. They will liaise externally most often with other government agencies in the personnel security arena.

External contacts:

NZIC counterparts, stakeholders and customers

NZ government stakeholders and customers

Internal contacts:

All staff and managers of the NZIC

Objectives

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

- Leads and manages the personnel security programme for the NZIC in-line with the Protective Security Requirements (PSR)
- Provides personnel security advice, in-line with current trends, to NZIC and other government agencies
- Champions security across the NZSIS, NZIC and wider New Zealand government

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:

- Lead and manage the personnel security programme for NZIC

Jobholder is successful when:

- Accurate records are maintained to facilitate sound, and risk managed, security practices
- Identified issues achieve timely outcomes to ensure a robust security posture
- Security processes and procedures are maintained, and developed to match changes in the operating environment; NZIC staff demonstrate personnel

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- Provide personnel security advice
 - security awareness
 - Day-to-day functions of the role are completed in a timely manner, meeting customer requirements
 - Relevant, up-to-date, and timely personnel security advice is provided to NZIC and government, using sound risk management principles
 - Personnel Security is seen as trusted experts, through confidence and rapport building with customers
 - NZIC has a strong personnel and security culture
 - Oral and written briefings are convincing, appropriately pitched, and effective
 - Research and information analysis
 - Information collated and analysed, utilising available tools, techniques and resources produces superior assessments into personnel security trends and issues
 - Reporting produced is of a high standard, prepared and delivered in a timely manner, to support effective decision making within the NZIC, as well as guiding relevant government policy and awareness.
 - Internal and external relationships
 - Effective and productive relationships with external stakeholders are developed and maintained to ensure security advice is effective, understood and actioned.
 - Organisational representational roles and relationships are carried out in a professional and effective manner
 - Strong and constructive relationships with all levels of the NZIC, and government, are developed, maintained and enhanced
 - Management and colleagues, are kept informed of relevant issues impacting the security of the NZIC
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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

Qualifications

Essential:

- A general tertiary qualification General degree (Bachelor level) pass/NZ Certificate requiring the development and application of analytical and communication skills
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Desirable:

Knowledge/experience

Essential:

- Capacity to develop independent analytical judgement
 - Experience in collaborating with and influencing others to achieve results
 - Demonstrates high degree of integrity and discretion, and is able to manage complex relationship management issues
 - Demonstrates an ability to maintain the highest security clearance
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Desirable:

- Risk management experience
- Experience in conducting interviews
- Working understanding of the intelligence sector

Personal attributes

- Excellent interpersonal skills
- Ability to build and maintain effective and productive working relationships at all levels of an organisation
- Ability to influence and motivate others in trying circumstances
- Highly effective oral and written communication skills
- Ability to juggle competing workloads and work under pressure to meet deadlines
- Excellent customer service ethic and skills
- Excellent self discipline and personal integrity