



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

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Position Description

Senior Advisor, Risk & Assurance and Business Continuity

Directorate:	Office of the Director
Position purpose:	The Senior Advisor Risk & Assurance and Business Continuity in the Office of the Director (OOD) is responsible for providing advice and support to senior management on GCSB strategic risks and opportunities, and ensuring that effective risk management is built into organisational planning and performance processes.
Directorate overview:	The Office of the Director is the focus for the oversight and management across all areas of strategic concern to the GCSB.
Staff management:	None
Financial authorities:	None
Remuneration indicator:	Band H
Date evaluated:	June 2017

GCSB mission and values

Our mission

Protecting and Enhancing New Zealand's Security and Wellbeing.

Our values

Respect, Commitment, Integrity, Courage.

Functional relationships

External contacts:

Internal contacts:

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- Staff involved in risk and business continuity work in other agencies, within New Zealand and other overseas.
 - GCSB Senior Leadership Team (SLT)
 - GCSB management and staff
 - NZSIS Senior Advisor Risk & Assurance and Business Continuity
 - NZSIS staff as required
 - Staff in the Joint Office of the Directors
 - GCSB Risk and Assurance Committee members
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Objectives

The position of Senior Advisor, Risk and Assurance encompasses the following major functions or objectives:

- Risk and assurance advice
- Risk and assurance framework
- Business continuity plan
- Support the GCSB Risk & Assurance Committee
- Relationship Management

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:

Risk and assurance advice

- Provide risk and assurance advice to senior management on the identification and management of GCSB strategic risks and opportunities.
- Work with senior management and other members of OOD and the Joint Directors' Office (JDO) to ensure strategic planning and performance activities are linked with day-to-day management of risk.
- Provide advice to business units on risk identification, escalation, and management processes at the organisational level to ensure alignment with strategic processes.
- Identify opportunities to raise awareness and promote risk assurance within the organisation (e.g. facilitation of risk discussions and workshops).
- Maintain an up-to-date knowledge of risk management and assurance

Jobholder is successful when:

- Senior management have a solid understanding of the strategic risks facing the organisation, and feel supported to manage these effectively.
 - Advice given is clear, timely, and appropriately delivered.
 - Business units feel supported to identify, escalate, and manage organisational risks.
 - Senior management and business units understand the relationship between operational, organisational, and strategic risks.
 - Advice provided reflects latest best practice and is fit for purpose for GCSB.
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frameworks, keeping abreast of emerging trends.

Risk and assurance framework

- Develop, implement, and manage an integrated risk framework for GCSB, including tools and guidance to support improved GCSB organisational performance.
- Maintain a focus on continuous improvement of systems, policies, processes and procedures related to risk management.
- GCSB has a risk framework that is fit for purpose, integrates risk identification and management into all GCSB processes, and supports all business units and senior management to manage risks.
- The framework and all associated tools and guidance are completed within the agreed timeframes set by the Manager Compliance and Policy.
- Risk-related policies and procedures are up-to-date

Business Continuity Plan

- Work with others in GCSB and the NZIC to develop, implement, and manage a GCSB business continuity plan.
- Coordinate the planning and execution of regular business continuity exercises within GCSB.
- Monitor and report to senior management on overall preparedness across GCSB.
- Provide advice and support to business units on business continuity planning.
- Identify opportunities to raise awareness and promote the importance of business continuity across GCSB.
- GCSB has a business continuity plan that is fit for purpose for GCSB's circumstances.
- GCSB has a business continuity plan that builds on the existing disaster recovery planning material
- The business continuity plan is tested on a regular basis and updated to reflect lessons learned from the business continuity exercises.
- The business continuity plan, and any associated tools and guidance are completed within the agreed timeframes set by the manager.

GCSB Risk & Assurance Committee

- Support the GCSB Risk & Assurance Committee to improve risk management and organisational performance through the provision of alternative perspectives and informed and independent advice.
- Provide secretarial support to the GCSB Risk & Assurance Committee meetings
- GCSB senior management receive value from the Risk & Assurance Committee.
- Feedback from external members indicates satisfaction with the level of support they receive.
- Committee agenda and documents are prepared and disseminated within agreed timeframes prior to Committee meetings.
- Committee minutes are accurately prepared and disseminated within agreed timeframes.

Relationship management

- Build and maintain strong working relationships across GCSB to ensure that effective risk management is built into organisational planning and performance processes.
 - Build and maintain strong working relationships with others within the NZIC, wider New Zealand Government and, where required, the private sector and overseas agencies.
 - Establish and maintain excellent working relationships with GCSB business groups to develop a sound understanding of their risks challenges, issues, and priorities.
 - The Compliance and Policy team is trusted across GCSB as a provider of quality advice and assistance.
 - Interactions with others outside GCSB contribute to the building and maintenance of GCSB's powerful profile.
 - The manager is kept informed of relevant issues that have an impact on team outputs
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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 and review 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:

- A relevant tertiary qualification or an equivalent body of knowledge and experience.
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Desirable:

Knowledge/experience

Essential:

- Minimum 5 years working in a relevant risk management position.
 - Experience developing and testing of Business Continuity Plans.
 - Demonstrated strategic, critical thinking, and analytical skills.
 - Understand current risk management methodology.
 - Experience applying in-depth analysis to complex issues.
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Desirable:

Personal attributes

- Self-motivating, innovative, and highly organised.
- An ability to deliver high quality work output under pressure.
- High levels of integrity and ethics.
- Excellent interpersonal and relationship management skills with the ability to work professionally with a wide range of people at all levels.
- Excellent oral communications skills, including excellent listening skills.
- Excellent written communication skills.
- High level of judgement with the ability to make effective decisions in complex situations.
- Demonstrated commitment to the GCSB's values.
- Proven ability to work independently, using sound judgement.



Changes to position description

Positions in the GCSB 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. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

Health and safety

GCSB 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 GCSB record keeping policy, standards, and procedures.

Employee: _____

Date: _____

Manager: _____

Date: _____