



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

nzic.govt.nz



Position Description

Project Manager Mission Evolution

Business unit:	Mission Management and Evolution Centre
Position purpose:	The Project Manager position exists to manage projects that deliver outcomes discharging GCSB's statutory functions. The position is central to GCSB's and NZIC's overall change portfolio. Its focus is the delivery of complex, externally-facing projects and business improvement projects relating to GCSB's foreign intelligence mission. It has a second focus, which is the coordination of complex operations. These are operations where Intelligence Directorate needs to adjust its business practices to better respond to an operation which requires pan-branch or whole of Directorate activities to be completed. As a senior member of Intelligence Directorate, the position holder is also expected to actively contribute to the refinement and execution of the Intelligence Directorate vision and operational plan.
Financial delegation:	As delegated for specific projects – equivalent to Tier 4.
Directorate overview:	The Intelligence Directorate contributes to the national security of New Zealand by gathering and analysing intelligence about the capabilities, intentions and activities of foreign persons and foreign organisations in support of the Government of New Zealand's requirements. In addition, the Intelligence Directorate cooperates with the NZDF, the NZSIS and the NZ Police in support of their functions, and under their authority.

Business unit overview: The core activities of the Mission Management and Evolution Centre business unit involve:

- Providing project management expertise for business development;
- Coordination of complex operations;
- Industry liaison;
- The tasking and oversight of accesses;
- Consultation with partners on Mission Management issues;
- The maintenance of efficient operational data flows;
- The administrative management of Warrants and Authorisations; and
- Maintaining Collection Coordination records for legal and compliance purposes.

Remuneration indicator: Band I

Date evaluated: 26 January 2015

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:
NZ Government central and monitoring agencies including Treasury, SSC, MFAT, DPMC and GCIO	Senior GCSB, NZSIS and NAB managers (at tiers 2-3)
IT service providers, network operators and IT vendors	Operational GCSB and NZSIS
Senior engineers, technical project managers, and liaison officers representing other agencies	ICSS managers and staff
	GCSB Legal and Compliance teams
Providers of technical and project management assurance services	Technical Investment Committee

Objectives

The position of Project Manager encompasses the following major functions or objectives:

- Project Management
- Operational coordination
- Communication
- Seek knowledge of information, communications and technological environment
- Actively contribute to Intelligence Directorate budget and business planning

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<u>1. Project Management</u> <ul style="list-style-type: none">■ Lead the scoping of new capability	<ul style="list-style-type: none">■ Business cases are created to a high standard accepted by Director GCSB

projects, including the development of business cases to the standard required by the central monitoring agencies of the NZ Government.

- Develop comprehensive delivery plans to deliver project products and meet the project's objectives and goals, gaining input from relevant stakeholders, to be signed off by the project board.
- Lead the day-to-day operation of one or more projects to deliver project outputs, including working with work package leads and the project team to deliver the projects within planned tolerances, managing uncertainty, responding to change and resolving any issues that are emerging or have been raised.
- Impart knowledge into technical discussions and solution development.
- Prepare, monitor, update and report on project schedules, budgets, risks and other project records or controls.
- Establish and manage project procedures and controls.
- Ensure alignment of all project documentation, processes and systems to government mandated methods and GCSB PMO best practice guidance.

2. Operational Coordination

- Develop and maintain standard operating procedures for how ID coordinates complex operations.
- Develop a warning instruction outlining operational details for stakeholders.
- Produce standardised

and the wider NZ Government.

- Delivery plans are created to a high standard accepted by the project board.
- Projects are delivered according to created plans and achieve project outcomes. They are accepted by the project board and Intelligence Directorate.
- Work package leads and the project team are appropriately managed and supported throughout the project delivery, including the resolution of issues or conflict.
- Collaborative and constructive decisions are made to deliver technical solutions or resolve technical issues.
- Project schedules, budgets and risks are accurately produced, tracked and communicated to the project board.
- Project procedures and controls are adhered to for the life of the project and reported to the project team or board where appropriate.
- All project documentation, processes and systems adhere to specified standards but reflective of a highly dynamic environment.

- Stakeholders know what they will be gaining from the operation and their expectations are met.

- The documentation produced meets the timeframes and the intended purpose.

- All operations are conducted lawfully,
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documentation covering the legal authorities, operational requirements, expected outcomes and a risk plan.

- Produce other operational planning documents as required.
- Manage internal and external relationships to achieve operational outcomes
- Record outcomes of the operation and provide to stakeholders.

3. Communication

- Develop and maintain strong relationships with internal and external stakeholders, including managing their expectations and effectively communicating relevant information in accordance with delivery plans.
- Confidently and assertively represent Intelligence Directorate to internal and external stakeholders.
- Motivate project and operations work leads to deliver outputs within planned tolerances.

4. Seek knowledge of information, communications and technological environment

- Seek knowledge of evolving technology as it applies to capability requirements across the NZIC,
- Seek knowledge of the evolving ICT environment to understand the impact to GCSB.
- Use knowledge of the evolving ICT environment to assist with all aspects of project management and operational coordination.

stakeholder requirements are met, and risk is mitigated in accordance with the concept of operations.

- Lessons learnt are incorporated into the planning for future operations.

- Stakeholders are positively engaged and kept appropriately informed. Productive and enduring relationships with stakeholders are formed.
- Intelligence Directorate is trusted and respected by partners and customers alike.
- Work leads are motivated and inspired to achieve objectives to a high standard.

- Capability development planning reflects the constraints and optimisations imposed by project governance requirements.
 - Able to effectively communicate technical issues impacting the project and add value to technical design and architecture discussions concerning the projects being delivered.
 - Can effectively manage complex technical requirements in project and operational settings.
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5. Actively contribute to Intelligence

Directorate budget and business planning

- Share responsibility for the delivery of the project-related aspects of the annual ID Business Plan.
 - Make a constructive contribution to discussions on the execution of the plan.
 - Actively contribute to the Intelligence Directorate investment planning cycle at the budget and business planning stages.
- ID Business Plan is refined and relevant parts executed through Project Manager/Ops Coordinator contributions.
 - Customer feedback suggests that the plan is having a positive effect on Intelligence Directorate's performance through the creation of an improved operating model.
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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:	Desirable:
<ul style="list-style-type: none">■ An undergraduate qualification (bachelor level) in International Relations, Political Science, Engineering or equivalent.■ Project management qualification: Prince2, PMP or equivalent education or experience.	<ul style="list-style-type: none">■ Postgraduate qualification (Masters level) in International Relations, Political Science, Engineering or equivalent.

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none">■ 2-4 years' experience in project environments and proven skills in project management, including management of complex stakeholder relationships.■ Understanding of project management principles, processes and documentation.■ Knowledge of telecommunications infrastructure.■ Demonstrated analytical abilities.■ Highly effective communication skills and an ability to engage with people at all levels of the Bureau and in other Government agencies.■ A well-developed understanding of the business of the Intelligence Directorate.	<ul style="list-style-type: none">■ 2-4 years' experience of using the PRINCE2/similar project methodology through the full project lifecycle.■ An understanding of the operations of the New Zealand public sector, including project management practices and governance.

Personal attributes

- Highly effective planning and organising skills, including time management and workload prioritisation.
- Excellent written and oral communication skills, with the ability to provide detailed reports for both technical and non-technical audiences, including ministerial level.
- Able to build and maintain effective working relationships with both internal and external stakeholders at all levels of an organisation.
- Demonstrated ability to get results through leading others and leading by example.
- A high degree of integrity, confidentiality, professionalism, initiative and personal responsibility.
- Analytical and problem-solving ability.
- An ability and desire to learn new and frequently complex skills.

Specialist competencies

The following levels would typically be expected for the 100% fully effective level:

Core competencies

Core competencies are based on and consistent with our values. They describe qualities that are common requirements for all GCSB staff at differing levels in the organisation, irrespective of their specialist skills or the particular requirements of their job. They are complemented by specialist competencies, which (where applicable) are set out in individual performance agreements.

All employees are measured against the following core competencies as part of performance development and review:

- Security
- Teamwork and leadership
- Results focus
- Communication and knowledge sharing
- Professionalism
- Innovation
- Customer focus.

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 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: _____
