



GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Security Policy Advisor

**Unit/Branch, Directorate:** NZIC Security Services Group, Protective Security Directorate

**Location:** Wellington

**Salary range:** G \$68,316 - \$102,474

**Purpose of position:** The Security Policy Advisor is responsible for leading and driving the development and delivery of protective security policies and procedures for the NZIC.

**Our mission** at the GCSB is to protect and enhance New Zealand's security and wellbeing.

**Our mission** at the NZSIS is to keep New Zealand and New Zealanders safe and secure

**Our values** at the GCSB are Respect, Commitment, Integrity and Courage

**Our values** at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

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.

**BEYOND  
ORDINARY**

We are. **Are you?**



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

| Key accountabilities   | Deliverables/Outcomes   |
|--|---|
| <p><b>Policy development and implementation</b></p>  | <ul style="list-style-type: none"> <li>• NZIC policies and procedures are prioritised, scoped, developed, and implemented, to schedule</li> <li>• Subject matter experts are consulted and contribute to policy development</li> <li>• Subject matter experts are empowered to deliver procedures</li> <li>• Risks and issues are proactively identified and managed</li> <li>• Policies and procedures meet best practice approach to protective security</li> <li>• Policies and procedures facilitate robust and consistent security practices across NZIC and partner agencies</li> </ul> |
| <p><b>Communication</b></p>  | <ul style="list-style-type: none"> <li>• Communications are consistent, relevant and timely to key stakeholders, subject matter experts, and partner agencies</li> <li>• Communications to NZIC staff are relevant, informative, and tailored as required</li> </ul>  |
| <p><b>Stakeholder engagement</b></p>   | <ul style="list-style-type: none"> <li>• Develop and maintain relationships with internal and external stakeholders</li> <li>• Key relationships are actively managed and deliver positive outcomes</li> </ul>  |
| <p><b>Informing decision making and strategic direction</b></p>  | <ul style="list-style-type: none"> <li>• Provide analysis that informs decision making and strategic direction</li> <li>• Author high quality reports, policies and briefings</li> <li>• Demonstrate a sound level of critical thinking, evaluation and ability to tailor the final product for the required purpose and audience</li> </ul>  |
| <p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> <li>• <b>Follow</b> GCSB and NZSIS's safety rules</li> </ul> | <ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>  |

| Key accountabilities | Deliverables/Outcomes                                       |
|----------------------|---|
| and procedures       |   |
| <b>Other duties</b>  | Any other duties that fall within the scope of the position |

| Position delegation   |      |
|-----------------------|------|
| Financial delegation: | None |

| Key stakeholders |  |
|------------------|--|
| Internal:        | <ul style="list-style-type: none"> <li>• Security Services Group Leadership Team</li> <li>• GCSB and NZSIS Chief Security Officers</li> <li>• DPMC National Security Group</li> <li>• NZIC Security Governance Group</li> <li>• GCSB and NZSIS Legal Teams</li> <li>• GCSB and NZSIS Policy &amp; Compliance Teams</li> <li>• NZIC People &amp; Capability</li> <li>• Public Service Association, Bureau Staff Association, Service Staff Association</li> <li>• All GCSB and NZSIS staff</li> </ul> |
| External:        | <ul style="list-style-type: none"> <li>• Department of Prime Minister &amp; Cabinet</li> <li>• New Zealand Defence Force</li> <li>• New Zealand Police</li> <li>• Office of the Inspector-General of Intelligence &amp; Security</li> </ul>  |

| Person Specification  |  |
|-----------------------|--|
| Experience:           | <ul style="list-style-type: none"> <li>• Relevant and recent experience providing policy or legal advice for a wide range of audiences</li> <li>• Experience in writing technical material</li> <li>• Experience in collaborating with and influencing others to achieve results</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Experience in successfully developing and implementing policy frameworks</li> </ul> |
| Knowledge and Skills: | <ul style="list-style-type: none"> <li>• Knowledge and understanding of the machinery of government</li> <li>• Ability to build and maintain effective and productive working relationships at all levels of an organisation</li> <li>• High level of self-motivation and an ability to</li> </ul>   |

| <b>Person Specification</b> |   |
|-----------------------------|---|
|                             | <p style="margin-left: 20px;">motivate others</p> <ul style="list-style-type: none"> <li>• Ability to think laterally and manage ambiguous information</li> <li>• Confidence to challenge accepted positions and decisions, maintain independence, make objective decisions, and ask difficult questions</li> <li>• Ability to self-manage, juggle competing workloads, and work under pressure to meet tight deadlines</li> <li>• Highly effective oral and written communication skills</li> <li>• Excellent customer service ethic and skills</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Knowledge of the NZIC and security concepts and practices</li> </ul> |
| Qualifications and Courses: | <ul style="list-style-type: none"> <li>• An undergraduate qualification with a strong research component, or equivalent professional experience</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Legal qualification or postgraduate degree/diploma in public policy, international relations or security</li> </ul>   |
| Specific Job Requirements:  | <ul style="list-style-type: none"> <li>• Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance</li> </ul>  |

## 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. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 13/12/2018

**Signatures**

Manager's Name

Signature

Date:

Employee's Name

Signature

Date: