



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Senior Compliance Advisor

Compliance and Risk Unit, Office of the Director

Location: Wellington

Salary range: H \$79,797 - \$119,695

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#### Purpose of position:

The Senior Compliance Advisor role exists to:

- Provide advice and support to NZSIS on compliance with the Intelligence and Security Act 2017 and other relevant legislation, and on the development and review of operational policy to support compliance
  - Assess, and if necessary lead investigations into, self reported Compliance incidents
  - Lead audits of NZSIS activity to provide assurance that NZSIS is operationally compliant
  - Support the Compliance and Risk Manager and Deputy Director-General to manage our relationship with the Office of the Inspector – General of Intelligence and Security
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**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

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**Office of the Director purpose:** The Office of the Director supports the Director to lead the NZSIS to achieve its operational and strategic goals. The Office of the Director comprises the Legal Team, Compliance and Risk Team, the Security Liaison Officers and other corporate support functions.

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<b>Key accountabilities</b>	<b>Deliverables/Outcomes</b>
<p><b>Compliance advice and support</b></p> <ul style="list-style-type: none"> <li>• Provide NZSIS staff with effective compliance advice to manage compliance risk</li> <li>• Advise operational areas of NZSIS on the development of policy and processes which ensure support compliant activity that the organisation acts lawfully</li> <li>• Work with Learning and Development and the Operational Training team to ensure that training supports compliant activity</li> <li>• Identify compliance risks and assess the controls in place to manage these risks</li> <li>• Maintain the NZSIS Compliance framework</li> <li>• Maintain the NZSIS Policy portal is maintained as the single source of truth for policy and process</li> </ul>	<ul style="list-style-type: none"> <li>• Well-considered compliance advice is developed and provided in a timely manner and appropriately documented</li> <li>• All requests for advice on operational decisions are suitably consulted with the Legal team as required</li> <li>• NZSIS operational policies and processes support staff to undertake their work in keeping with our authorising environment</li> <li>• Specific policies in relation to the compliance function are developed and/or contributed to</li> <li>• The NZSIS compliance framework supports best practice standards for NZSIS</li> <li>• The NZSIS policy portal contains guidance that is up to date and relevant</li> </ul>
<p><b>Investigation and reporting</b></p> <ul style="list-style-type: none"> <li>• Assessing and/or investigating compliance incidents</li> <li>• Drafting of investigation reports including development of recommendations</li> <li>• Liaison with the Office of the Inspector-General of Security to address any questions or request with respect to investigation reports</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance surveys and investigations are conducted in a thorough and professional manner</li> <li>• Areas for improvement in training or through updates to policy are identified as part of investigations</li> <li>• Reporting is accurate, timely and appropriate for relevant managers, the Director-General of Security and the Inspector-General of Intelligence and Security</li> </ul>
<p><b>Compliance and culture assurance</b></p> <ul style="list-style-type: none"> <li>• Lead and/or conduct audit and assurance reviews over NZSIS activities as part of the internal audit programme</li> <li>• Identify new approaches to improve internal controls and compliance management</li> <li>• Provide input into various NZSIS projects, initiatives and other reviews outside of the Compliance programme</li> </ul>	<ul style="list-style-type: none"> <li>• Results of audits, investigations, and assessments on risks and controls are fed back into the organisation as part of a continuous improvement approach to the way NZSIS manages compliance (including improvement of the compliance framework and programme)</li> <li>• Support and advice is provided to NZSIS Directorates to develop, implement and/or improve their compliance with legislation</li> </ul>
<p><b>Relationship management</b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong working relationships within NZSIS, and across the NZIC</li> <li>• Assist the Deputy Director-General and Compliance and Risk Manager to manage our relationship with the Office of the IGIS</li> </ul>	<ul style="list-style-type: none"> <li>• The Compliance and Risk team is recognised as a provider of quality advice and assistance, and has a good understanding of the risks, challenges, issues and priorities of NZSIS operational areas</li> </ul>

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<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> NZSIS's safety rules and procedures</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>
<p><b>Other duties</b></p>	<p>Any other duties that fall within the scope of the position</p>

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> <li>• NZSIS staff</li> <li>• Managers and staff of the Joint Office of the Director</li> </ul>
External:	<ul style="list-style-type: none"> <li>• GCSB Compliance and Policy team</li> <li>• Staff of the Office of the IGIS</li> </ul>

Person Specification	
Experience:	<ul style="list-style-type: none"> <li>• Minimum 5 years' experience in an operational and/or investigative area of NZSIS or</li> <li>• Minimum 7 years' experience in a compliance, risk or audit focussed role in another organisation</li> </ul>
Knowledge and Skills:	<ul style="list-style-type: none"> <li>• Demonstrated understanding and experience of the intelligence and security sector</li> <li>• Demonstrated strategic, critical thinking and analytical skills</li> <li>• Understanding of public sector management and accountability frameworks</li> <li>• Understanding of financial managements</li> <li>• Knowledge and previous experience of organisation and strategic risk frameworks</li> </ul>



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	and management
Qualifications and Courses:	<ul style="list-style-type: none"><li>• Tertiary qualification in a relevant field</li></ul>
Specific Job Requirements:	<ul style="list-style-type: none"><li>• Ability to obtain and maintain a TSS security clearance</li></ul>

### 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 is 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: 15/08/2019

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date:



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