



POSITION DESCRIPTION

Senior Advisor, Joint Directors-General Office

Unit/Branch, Directorate: Joint Directors-General Office

Location: Wellington

Salary range: H \$77,711 - \$116,567

Purpose of position: The Senior Advisor in the Joint Directors-General Office is responsible for providing high quality policy advice to the Directors-General and participating in short to medium-term projects. The Senior Advisor will be expected to contribute to briefings to relevant Ministers, to build and manage relationships with relevant external policy agencies, and to assist the Manager Strategy, Performance and Policy in the oversight of joint NZSIS and GCSB corporate affairs. The Senior Advisor will also be expected to contribute on an as required basis to other tasks which are the responsibility of the Strategy, Performance and Policy (SPP) team. The SPP team's other responsibilities include coordinating the development of internal and external planning and reporting documents. The team leads and contributes to the development of key accountability documents to ensure the NZSIS's and GCSB's annual planning, organisation performance management and non-financial reporting processes occur as and when required.

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

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

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

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

The Joint Directors-General Office purpose: The Joint Directors-General Office (JDGO) supports the Directors-General and the senior leadership teams of the NZSIS and GCSB, while working closely with a range of other Government agencies. The JDGO focuses on the oversight and management of all areas of strategic concern to the NZSIS and GCSB and assists with delivering the outcomes defined in the Joint 4 year plan and the strategic plans of both agencies. The JDGO encompasses teams which specialise in Communications, International Engagement, and Strategy, Performance and Policy.

The Joint Directors-General Office works in partnership with the NZSIS and GCSB Offices of the Director-General.

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Key accountabilities	Deliverables/Outcomes
Policy advice and short to medium-term projects	<ul style="list-style-type: none"> • High quality, well-informed and relevant policy advice is provided to the Directors-General and managers. • NZSIS and GCSB objectives are well represented in multi-agency policy projects. • NZSIS and GCSB are able to make progress on objectives through timely and effective policy interventions. • High quality briefings are provided by NZSIS and GCSB to relevant Ministers, ensuring the agencies and their objectives are well understood. • Small to medium-term projects are contributed to, or project-managed, within the context of a defined project plan and governance arrangements. • Other tasks and one-off projects are effectively undertaken as directed by the Manager Strategy, Performance and Policy.
Relationship management	<ul style="list-style-type: none"> • Relationships and networks are initiated, built and maintained, both within NZIC and externally, to assist with understanding other's perspectives with the goal of enriching advice. • Activities are coordinated between NZSIS, GCSB and other NZIC agencies. • Progress on policy and programmes is reported on to stakeholders to ensure NZSIS and GCSB positions are properly represented and stakeholders are well-informed. • Collaboration with NZIC managers and staff is evident and encouraged. • NZSIS and GCSB's reputation and credibility are enhanced through quality advice and strong relationships.
Mentoring and professional leadership	<ul style="list-style-type: none"> • JDGO values are demonstrated, the Senior Advisor acts as a role model for the team. • Opportunities for development and training are identified and facilitated to benefit less experienced advisors. • Where appropriate, the Senior Advisor facilitates formal and informal mentoring for colleagues.

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<p>Accountability documentation</p>	<ul style="list-style-type: none"> • Strategic Intentions (Statements of Intent) and Annual Reports are completed to timetable and milestone deadlines. • Annual Business Plans are completed to timetable and milestone deadlines. • All documents are designed, produced and printed in a suitable format. • NZSIS and GCSB managers are staff understand their respective Annual Business Plan including what they need to contribute to it, and their role within it.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times • Follow GCSB's safety rules and procedures 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements in the NZIC Health and Safety policy and procedures are met.

<p>Position delegation</p>	
<p>Financial delegation:</p>	<p>None</p>

<p>Key stakeholders</p>	
<p>Internal:</p>	<ul style="list-style-type: none"> • NZSIS and GCSB Directors-General • NZSIS and GCSB SLTs • Other NZSIS and GCSB managers and staff • Joint Directors-General Office communications team • Other NZIC managers and staff
<p>External:</p>	<ul style="list-style-type: none"> • Minister Responsible for NZSIS, GCSB and office • Minister for National Security and Intelligence and office • Members of the wider NZIC agencies (eg: DPMC, Police, MFAT) • Other NZ Government departments and agencies • Inspector General of Intelligence and Security

Person Specification	
Experience:	<ul style="list-style-type: none"> • Experience in the public sector in policy development, analysis and advice. • Experience within NZIC desirable but not necessary. • Experience liaising with Ministers' offices. • Some experience in the management of corporate affairs generally. • Some experience in mentoring/developing staff. • Understanding of public sector management and accountability frameworks desirable but not necessary.
Knowledge and Skills:	<ul style="list-style-type: none"> • Knowledge of the public sector environment and the machinery of government, including an appreciation of the role of officials when providing advice to Ministers. • Some understanding of the context and frameworks within which the NZSIS and GCSB operate desirable but not necessary.
Qualifications and Courses:	<ul style="list-style-type: none"> • Tertiary qualification in a relevant field. • Post-graduate tertiary qualification in a relevant field desirable but not necessary.
Specific Job Requirements:	<ul style="list-style-type: none"> • Ability to obtain and maintain a TSS security clearance.

Changes to Position Description

Positions in the NZSIS and GCSB may change over time as the organisations develop. 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: 23/10/2018

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