



**New Zealand Intelligence Community**  
*Te Rōpū Pārongo Tārehu o Aotearoa*

nzic.govt.nz



# Position Description

## Senior Policy Advisor, Office of the Director-General

<b>Business unit:</b>	Office of the Director-General
<b>Position purpose:</b>	The Senior Policy Advisor, Office of the Director-General (OoD-G) is responsible for providing support and advice on policy development, review and implementation across GCSB.  This includes providing policy advice and leading policy development in the Office of the Director-General.
<b>Direct reports:</b>	N/A <i>(but expected as subject matter expert, to mentor and supervise staff through the policy development process)</i>
<b>Financial delegation:</b>	N/A
<b>Directorate overview:</b>	The Office of the Director-General is the focus of the oversight and management across all areas of strategic concern to GCSB and NZSIS.
<b>Remuneration indicator:</b>	Band H (slotted)
<b>Date evaluated:</b>	2 May 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:

- Office of the Inspector-General of Intelligence and Security
- Department of Prime Minister and Cabinet
- The Office of the Minister Responsible for the GCSB
- Other New Zealand Government agencies

### Internal contacts:

- The Director-General
  - GCSB Legal Team
  - NZIC Communications team
  - Intelligence Community Shared Services
  - GCSB staff in other Directorates
- 

## Objectives

The position of Senior Policy Advisor OoD-G encompasses the following major functions or objectives:

- Leading policy development, review and implementation in the Office of the Director-General
- Providing support and advice on policy development, review and implementation to all of GCSB.

The requirements in the above objectives are broadly identified below:

---

### Jobholder is accountable for:

#### Leading policy development, review, implementation and advice

- Leading policy development, review, implementation and advice
- Undertaking unique analysis or policy development in areas of significance;
- Liaising with internal and external counterparts to ensure that policy advice continues to be relevant and responsive to changing requirements;
- Leading the provision of expert advice to GCSB management on policy issues, including in relation to competing security interests, compliance and incident management and response;

### Jobholder is successful when:

- Office of the Director-General policy is up to date and fit for purpose.
- All relevant stakeholders are consulted in the development of Office of the Director-General policy.
- Policy gaps in the Office of the Director-General policy suite are identified and addressed

### **Providing support and advice on policy development, review and implementation to all of GCSB**

- Contributing to, and leading where required, GCSB and NZSIS policy projects;
- Working with the NZSIS Compliance and Risk team to ensure that relevant policy is consistent.
- Provision of support and advice to GCSB staff on the drafting of new policy and updating of existing advice
- Reviewing all draft policy to ensure that it is conforms with GCSB policy standards.
- Ensuring new policy is promulgated across GCSB
- GCSB staff are provided with helpful and timely support and advice on policy matters
- All new policy conforms with GCSB policy standards
- Policy is consistent across GCSB and NZSIS
- Staff are aware of any new or updated policy

### **Management of GCSB Policy Framework**

- Ensuring that current, historical and draft policy is located in correct areas of the document management system
- Identifying gaps in current policy suite and working both across GCSB and with NZSIS Compliance and Risk team to ensure plans are in place to ensure a full suite of up-to-date policy
- GCSB staff are able to easily find policy relevant to their role.
- There is a full policy suite available to support GCSB staff

---

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:

- An appropriate graduate level tertiary qualification, preferably in public policy or law.

### Desirable:

- A relevant tertiary qualification at a post-graduate level.

## Knowledge/experience

### Essential:

- Minimum 3 – 5 years' experience in the public sector and/or in the development of operational policy
- A solid understanding and experience knowledge of the public sector environment and the machinery of government,
- Experience liaising with Ministers' offices

### Desirable:

- Has experience working in another NZIC or broader government agency.
- A sound understanding of the broader legal and policy frameworks under which the GCSB and NZSIS operate;
- Good understanding of national security matters, the National Security System, and the role of the GCSB and NZSIS within that system;

## Personal attributes

- Possession of highly developed conceptual and analytical skills and experience in developing and implementing workable solutions to ambiguous and complex problems;
- Ability to identify risks and effective mitigation and consistently use sound judgement on key issues using the best evidence available;
- Superior communication skills, both written and oral, and the ability to authoritatively and tactfully represent the GCSB and NZSIS when engaging with customers, the wider intelligence community and other government agencies;
- Excellent interpersonal skills with an ability to liaise and collaborate effectively at all levels of the organisation and an ability to build and maintain strategic relationships;
- Maturity, political nous, sound judgement, flexibility and a sense of teamwork in a demanding and unpredictable work environment, which can involve urgent problem resolution; and
- Attention to detail and a commitment to accuracy and excellence.

## 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

In addition, **collaboration** in the New Zealand Intelligence Community is critical for success in GCSB roles. Employees will also be measured against their ability to work together in the NZIC to achieve outcomes.

## 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: \_\_\_\_\_