POSITION DESCRIPTION

Position	Regional Security and Resilience Advisor
Group/Business Unit	
Reports to	Chief Electoral Advisor
Direct reports	nil
Location	2 per region, location negotiable
Date	May 2023
Key relationships	**Internal relationships:** Manager Corporate Services Managers and employees including permanent and temporary field employees Incident response team (IRT) **External relationships:** Members of the public Community organisations Other public sector organisations such as • New Zealand Police • Fire and Emergency New Zealand • Civil Defence Emergency Management groups Suppliers, consultants and contractors
Operating budget	None

Who we are

Confidence in a free, fair and secret voting system is at the heart of any democracy.

In Aotearoa New Zealand this is something we almost take for granted. But it relies on the integrity of our electoral process, and at the Electoral Commission safeguarding trust and confidence in this process is central to everything we do.

We are an independent Crown Entity. We are publicly funded and support a whole of government approach. We operate the electoral system as prescribed in the Electoral Act and mandated by parliament, running the country's general elections, by-elections and referendums. We ensure the integrity of the rolls and compliance with electoral requirements by parties, candidates and third parties.

But our work extends beyond the usual three-year cycle and running general elections. We meet complex and constantly changing requirements to keep New Zealanders at the centre of the process.

New Zealand's electoral system enjoys 95% satisfaction from voters and contributes to our consistent ranking as one of the world's top two democracies.

This is a priceless heritage. It belongs to all New Zealanders. We are proud to be constantly advancing and sustaining the processes it relies on.

Our values

Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti - Our five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

1. **Tūhonotanga** - To join, bond, attach, connect.
    Connecting / building and maintaining relationships
    Bringing people together to increase participation in democracy.
2. **Aratakina** - To conduct, lead, point out, guide
    Knowledge Transfer
    Guiding towards greater understanding.
3. **Uakaha** - Vigour, energy, dynamism, enthusiasm
    Energy / dynamism / innovation
    Being dynamic and energetic in what we do.
4. **Manaakitanga** - Hospitality, kindness, generosity, support
    Power Transfer
    Demonstrating generosity and empowering people
5. **Tika** - Be true, valid, honest, genuine, sincere
    Integrity and honesty
    Doing things right; doing the right things!

Position Purpose

The primary responsibilities of the Regional Security and Resilience Advisor are to provide security and resilience advice at an Electorate and Regional level for the 2023 General Election, and assist with the response in the event of a security incident or emergency.

This includes…
*   Liaising with local and regional emergency services to prepare for GE2023
*   Providing security-specific advice and recommendations on Election locations and processes to Electorate (EM) and Regional (RM) managers
*   Providing advice and support to Election Officials in a security incident or emergency
*   Completing regular reporting on security and resilience preparations, readiness and any incidents or emergencies

The role requires a great deal of flexibility in working hours (especially during the election time) and to travel regionally and nationally.

Your role

Security risk mitigation (pre-election)
*   Help EMs assess physical security risk levels of VPs and suggest and help implement mitigations
*   Advise EMs on security risks in their electorate
*   Champion security at a regional and local level by encouraging good security practice and reinforcing security messaging
*   Provide an alternate channel for security concerns (particularly insider threat)

- Incident reporting as required
- Develop relationships with key regional and local personnel from NZ Police and assist with liaison between NZ Police and EC
- Communicate changes/updates to threat levels and security requirements to EMs from National Office

Expected results:
- Be available to answer questions from/provide advice to EMs about security
- QA SSPs/security measures at electorate HQs
- Updated risk register for VPs and record exceptions and decisions made
- Regular reporting on 'atmospherics' and election readiness
- Monthly HQ Audit alongside RAs

Risk preparation (pre-election)
- Assist EMs/RMs/RAs to build relationships with key regional and local personnel from FENZ, and CDEM groups
- Review response protocols and processes with EMs and RMs
- Ensure familiarity with response processes

Expected results:
- Good relationships with key regional and local personnel from FENZ and CDEM groups
- Response protocols and processes are aligned to National Office processes
- Prepared for role in the event of an incident or emergency

Security Management (during election and post-election)
- Answer questions from/provide advice to EMs about security
- Champion security at a regional and local level by encouraging good security practice and reinforcing security messaging
- Provide an alternate channel for security concerns, particularly insider threat
- Regular liaison with NZ Police to report any security incidents and stay updated on any change in threat environment
- Communicate changes/updates to threat levels and security requirements to EMs from National Office and/or external agencies
- Regular reporting on 'atmospherics'
- Incident reporting as required

Expected results:
- Respond to queries from EC and external stakeholders
- Reporting on security matters.

Incident response
- Provide first level advice and assistance in an emergency or security incident
- Liaise with NZP, FENZ, CDEM
- Ability to travel to an electorate that is responding to a security incident or emergency to provide on the ground support and gather information for national office

Expected results:
- Facilitate and lead the initial response and reporting of incidents

Commitment to cultural competency
- Develop an understanding, recognise and act upon the articles of Te Tiriti o Waitangi.

- Demonstrate an ongoing commitment to developing competency, understanding and awareness in Te Tiriti o Waitangi to support the Crown in its relationships under the Treaty of Waitangi.

Expected results:

- Employees engage in building knowledge and competency in Te Tiriti o Waitangi principles.
- The Commission maintains and nurtures Te Tiriti of Waitangi.

Team effectiveness and culture

- Contribute to team effectiveness by providing suggestions, learning feedback and support to others, to enable the uplift of team performance and drive motivation.
- Regularly demonstrate a positive, open and collaborative mindset when contributing to the team, organisation, values and activities of the Commission.
- Act as an ambassador for the culture and values of the Commission by demonstrating them in all interactions with employees and stakeholders.
- Proactively resolve challenges and problems by demonstrating equality, collaboration and cooperation.
- Demonstrate sound judgement and decision-making through analysis, wisdom, experience, and judgment and collaboration with others.
- Provide back-up support to team members in times of absence.

Expected results:

- The Commission's values are demonstrated through team behaviours, interactions and performance.
- Team culture is strong and there is a willingness to provide and receive effective feedback.
- Challenges are resolved effectively representing the team and/or organisation's best interests.
- Decision making is considered, and evidence based.
- The team operation is smooth and efficient and is uninterrupted when there are absences.

Relationship management

- Act as an ambassador to the Commission through the effective development and maintaining of positive internal and external stakeholder relationships.
- Maintain high ethical standards of conduct.

Expected results:

- Relationships are effective and successful with all internal and external stakeholders.
- A demonstrated commitment to acting with customers in mind and gaining their trust and respect.

Quality systems and service

- Contribute to the achievement of team goals by meeting expectations and offering suggestions for improving current systems and procedures.
- Practice a continuous improvement approach by reviewing own work methods and taking a proactive approach to resolving challenges.
- Ensure that service levels meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.

Expected results:

- Team goals are achieved through continuous improvement.

Information gathering and analysis

- Ensure a future focussed approach to research and development, reviewing literature, collecting data/information to contribute to a continuous improvement of systems and processes.
- Contribute to the quality of the Commission's operational procedures by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.

Expected results:

- Procedures are efficient and there is a consistent participation in continual improvement.

Health, Safety and Wellbeing

- Take reasonable care for your own health and safety and that of others at work.
- Proactively demonstrate adherence to the organisation's Health, Safety and Wellbeing related values, acting as an advocate and support for all our employee's wellbeing.
- Comply with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained.
- Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.
- Promote and advocate employee wellbeing, acting as a champion for wellbeing.
- Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture.
- Continuously engage with the team to enable them to actively participate in wellbeing activities and initiatives.

Expected results:

- All employees understand their responsibilities and utilise development programmes to ensure they have the required health and safety competency.
- All employees are required to improve Health, Safety and Wellbeing in their work environment to create an improved health and safety culture in line with the Health, Safety and Wellbeing policy
- The team is continuously engaged with to enable them to actively participate in wellbeing activities and initiatives.

Key competencies

- Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
- Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Decision Quality: Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

- Functional/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Interpersonal Savvy: Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Self-Development: Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.

Qualifications and technical skills

- High level of computer literacy and use of Microsoft Suite of applications and software.

- Aability to communicate with people from a wide range of backgrounds

- Ability to complete technical reporting

Experience and knowledge profile

- At least 3 years experience in a protective security or emergency response environment

- Risk assessment and management

- Policy process management

- Effectively dealing with high pressure/emergency situations

- Ability to work with other electoral officials as a team to increase security and resilience

- Ability to communicate with people from varying backgrounds.

Public Service introduction

Ka mahitahi mātou o te ratonga tūmatanui kia whai tikanga ai te noho a ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (https://www.publicservice.govt.nz/about-us).

ELECTORAL COMMISSION
TE KAITIAKI TAKE KŌWHIRI

POSITION DESCRIPTION

Position Title	Senior Advisor Organisational Security and Resilience
Group/Business Unit	Voting Services
Location	National Office
Date	September 2022
Reports to	Manager Voting Services

Position Purpose

The Electoral Commission undertakes a range of activities to help protect the public, staff, materials and systems from disruption in the lead up to and during electoral events.

The Senior Advisor Organisational Security and Resilience supports the Commission to develop and implement the structures, systems, plans and processes which promote organisational security and resilience through risk management. This person also plays a lead role in any response to an actual or potential incident that may affect or disrupt the operations of the Commission.

Successfully running elections – large scale, national events - relies on the ongoing support, engagement and trust of a large number of stakeholders and partners. Strong liaison and relationship management is a critical aspect of the role, with both internal staff and within the context of New Zealand's National Security System.

The main objectives of this role are to:

- lead the development and implementation of the Commission's risk and security mitigation and response programme for the 2023 General Election;

- assist and provide guidance to the Commission to respond/recover during a crisis or significant incident that could have a substantial impact on operations;

- take a lead advisory or leadership role during the response and represent and protect the interests of the Commission in a wide variety of settings;

- provide advice and support to the business operations groups and assist in the implementation of processes, systems and materials which support organisational resilience

Dimensions of the position for which the incumbent is accountable

Number of direct reports	Nil
Number of indirect reports	Nil
Operating budget	Nil

Important Relationships

Internal:
- Chief Electoral Officer
- National Manager Voting Services and other Operations Managers
- Chief Information Security Officer
- Regional Managers and other field management staff
- Electoral Commission Board
- Deputy Chief Executive, Operations
- Operational staff responsible for developing and delivering content where maintaining security and business continuity outcomes are an organisational concern.

External:
- NZ Intelligence Community
- Department of Prime Minister and Cabinet
- National Emergency Management Agency
- NZ Police
- Business Continuity Institute
- Other organisations who contribute to or are responsible for aspects of national security, organisational resilience, and emergency management

Accountabilities

Accountability Area	Deliverables / Outcomes
• **Organisational Security and Resilience**	• work collaboratively to evaluate the Commission's current approach to risk and security (strategy, governance, relationships, methodology and key deliverables) for general elections, identifying areas for improvement and requirements given the current risk and threat environment; • establish an approach to risk and security for the 2023 general election and any by-elections that may arise over the next year; • lead the implementation of the risk and security structure for the 2023 general election; • proactively assist the organisation to implement changes aimed at increasing its security and resilience capability and awareness, including where there may be resistance to change by other staff; • develop and embed policies, processes, information and support materials within the Commission;

	• liaise within the all-of-government national security system context to lead and/or support risk profiling, treatment plans, scenario planning and testing exercises • assist the wider organisation to develop appropriate and fit-for-purpose tools, materials, systems, processes, training and other means as required, through robust advice and support; • work with internal staff and stakeholders to develop, test and maintain business continuity and response plans; • understand and apply wider government and industry best-practice approaches and standards relating to risk and security, business continuity, and emergency management (e.g. ISO, NSS, PSR, CIMS, BCI GPG, etc) • drive new initiatives across the organisation by harnessing internal and/or external capability and setting up structures and processes to initiate change.
• **Crisis and Emergency Management**	• Support the Commission in its response to any crisis/incident affecting the operations of the organisation through effective leadership, professional expertise and advice, external contacts and support; • Support the wider organisation to understand how staff will respond in an crisis/incident and formalise these in documented plans, including development of crisis management, business continuity, and disaster recovery plans; • Lead the integration of crisis management and business continuity principles and practice into the culture, strategies, policies, systems and processes of the Commission; • Support the organisation to embed and validate crisis management, business continuity, and disaster recovery plans by developing awareness across the organisation, facilitating training, and conducting readiness testing; • Identify opportunities and coordinate the Commission's participation in AoG emergency management activities to develop the Commission's response/recovery capability; • in the event of any major incident, lead the provision of advice to or if instructed, assume the role of National Incident Controller; • in the event of a crisis lead the provision of advice to senior leaders on crisis management and the implementation of the crisis management plan.
Strategic Relationships / Stakeholder Management	• Be a trusted advisor to the National Manager Voting Services (and/or other Operational Managers, as required); • Proactively identify, build and maintain strong relationships with external parties and facilitate new relationships and opportunities between external parties and the Commission;

	• Embed the Commission's risk and security activities and practice within the context of wider government support mechanisms (e.g. the National Security System); • Set up and run inter-agency risk & security, and/or emergency management evaluation, mitigation, testing • Set up and run operational watch group(s) through critical periods, as required; • Develop and foster strong working relationships with internal stakeholders and other partners in areas of shared objective/mutual benefit; • Maintain awareness of security & risk management, business continuity, and emergency management policies, legislation, and industry developments; • Network and represent the Commission at key external and inter-agency meetings, Committees, working groups and forums.
• **Health and Safety**	• Take reasonable care of your own health and safety and that of others at work • Comply with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained. • Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.

Person Specifications

Qualifications and Technical Skills:

- A relevant Tertiary qualification, such as in security or emergency management, or equivalent professional experience
- Security qualification (Level 4 or higher)
- Certificate of Business Continuity Institute or an equivalent qualification
- Coordinated Incident Management System qualification (Level 4 or higher)

Experience and Knowledge Profile:

- Experience working with and applying the principles of business continuity management including the Business Continuity Institute Good Practice Guide
- Experience working with and applying the New Zealand Government's security standards including PSR and NZISM
- Experience working with and influencing with senior leaders
- Existing relationships within the New Zealand security & risk management, business continuity, and emergency management communities.
- Professional Membership with a security & risk management, business continuity, and/or professional emergency management organisation
- The ability to gain and maintain a Top-Secret National Security Clearance
- Proven experience, in an operational leadership and/or advisory capacity, in security & risk management, business continuity, and emergency management
- Experience working with the four R's of emergency management and CIMS framework

Key Competencies Required:

- **Action Oriented & Drive for Results**: Is action oriented, full of energy for tasks they see as challenging; not fearful of performing with a minimum of planning; seizes more opportunities than others; persistently pushes self and others for results

- **Customer Focus**: Is dedicated to meeting the expectations and requirements of internal and external customers; obtains first-hand customer information and uses it to make improvements; gains customers trust and respect

- **Decision Quality & Sound**: Makes sound decisions based on analysis, experience, and judgement; most of her/his solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice

- **Functional / Technical Skills:** has the functional and technical skills to do the job at a high level of accomplishment

- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful person; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; does not misrepresent herself/himself.

- **Organising:** Can marshal resources (people, funding, material, support) to get things done; can arrange and coordinate multiple activities at the same time to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner

- **Peer Relationships:** Can quickly find common ground and solve problems for the good of all; can represent her/his own interests and yet be fair to other groups; can solve problems with a peer with minimum noise; can be candid with peers; encourages collaboration

- **Planning:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops work schedules and task/people assignments; anticipates and adjusts for roadblocks; measures performance against goals; evaluates results

- **Problem Solving:** Uses rigorous logic and methods to solve complex problems with effective solutions; probes all potential sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and does not stop at the first answers

- **Interpersonal Savvy**: Relates well to all types of people; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably

Electoral Commission – Te Kaitiaki Take Kōwhiri

Public Service Introduction

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In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (https://www.publicservice.govt.nz/about-us).

Who we are:

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

> a) Facilitates participation in parliamentary democracy; and
>
> b) Promotes understanding of the electoral system; and
>
> c) Maintains confidence in the administration of the electoral system.

Our Vision

New Zealanders trust, value and take part in parliamentary elections.

Strategic Mission

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Contribution

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Our Values

Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti

Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

The Commission's TAUMATA values framework is the result of embracing the opportunity to define our values in a meaningful way that reflects Aotearoa's bicultural context. The five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

TAUMATA – Values Framework

Ngā Uara / Values *translation*	Explanations
Tūhonotanga To join, bond, attach, connect *Connecting / building and maintaining relationships*	Bringing people together to increase participation in democracy.
Aratakina To conduct, lead, point out, guide *Knowledge Transfer*	Guiding towards greater understanding.
Uakaha Vigour, energy, dynamism, enthusiasm *Energy / dynamism / innovation*	Being dynamic and energetic in what we do.
Manaakitanga Hospitality, kindness, generosity, support *Power Transfer*	Demonstrating generosity and empowering people.
Tika Be true, valid, honest, genuine, sincere *Integrity and honesty*	Doing things right; doing the right things!

POSITION DESCRIPTION

Position	Cyber Security Analyst
Group/Business Unit	Enterprise Services/Information Technology
Reports to	Senior Manager IT Services
Direct reports	None
Location	Wellington
Date	December 2022
Key relationships	**Internal relationships:** Chief Information Officer Manager IT Applications Manager IT Infrastructure IT Architecture team Managers and employees including permanent and temporary field employees **External relationships:** Other public sector organisations Suppliers, consultants and contractors
Operating budget	None

Who we are

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New Zealand's electoral system enjoys 95% satisfaction from voters and contributes to our consistent ranking as one of the world's top two democracies.

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   Power Transfer
   Demonstrating generosity and empowering people
5. **Tika** - Be true, valid, honest, genuine, sincere
   Integrity and honesty
   Doing things right; doing the right things!

Position Purpose

The primary responsibility of the Cyber Security Analyst is to assist with maintaining the confidentiality, integrity and availability of the Commission's systems and information..

This includes developing and maintaining ICT cyber policies, identifying and analysing risks and security requirements, designing and implementing technical and process controls, investigating and resolving potential security incidents, and fostering an understanding of security risks across Commission staff.

Your role

Ensuring integrity of Electoral Commission systems and processes

- Translate the Protective Security Requirements framework (including NZISM) in to the Commissions' cyber security artefacts and tools, including policy, processes and procedures, risk and control registers, and certificates and accreditations.
- Maintain and enhance cyber security artefacts and their governance by standardising IT security processes and procedures, analysing requirements, maintaining up to date risk and control registers, and supporting the process of certifying and accrediting applications and services.
- Develop cyber security compliance procedures and measures.
- Monitor cyber security compliance of the Commissions' users and outsourced IT partners.
- Support planning and implementing new security systems and tools.

Expected results:

- Electoral Commission's security processes are procedures are effective, up to date, and in line with best practice and legislation.
- Cyber security risks are proactively mitigated with effective compliance processes and monitoring procedures.

Support, train, and monitor compliance

- Support the development and implementation of user education programmes to increase employee and contractor awareness of cyber security risks.

- Develop regular, accessible, educational content on security risks, controls, and responsibilities for the Electoral Commission teams.
- Initiate and facilitate compliance and IT security audits with the appropriate vendors, service providers, and stakeholders.
- Contribute to the design of new systems and services with a lens of security.
- Provide cyber security advice to internal team members as required.

Expected results:

- Assurance processes are delivered efficiently, to agreed timeframes, and cost-effectively.
- Cyber security is consciously embedded in to new IT systems and services.
- The Electoral Commission teams understand, and are capable of delivering, their responsibilities for cyber security.

Resolving potential security incidents

- Show initiative and leadership in response and resolution to security threats, in collaboration with the Electoral Commission's Incident response team.
- Provide process analysis and enhancement suggestions into the ongoing improvement of incident management response processes.

Expected results:

- Effective and efficient cyber security incident management response and resolution.

Commitment to cultural competency

- Develop an understanding, and recognise and act upon, the articles of Te Tiriti o Waitangi.
- Demonstrate an ongoing commitment to developing competency, and understanding and awareness, in Te Tiriti to support the Crown in its relationships under the Treaty of Waitangi.

Expected results:

- Employees engages in building knowledge and competency in Te Tiriti principles.
- The Commission maintains and nurtures Te Tiriti of Waitangi.

Team effectiveness and culture

- Contribute to team effectiveness by providing suggestions, learning feedback and support to others, to enable the uplift of team performance and drive motivation.
- Regularly demonstrate a positive, open and collaborative mindset when contributing to the team, organisation, values and activities of the Commission.
- Act as an ambassador for the culture and values of the Commission by demonstrating them in all interactions with employees and stakeholders.
- Proactively resolve challenges and problems by demonstrating equality, collaboration and cooperation.
- Demonstrate sound judgement and decision-making through analysis, wisdom, experience, and judgment and collaboration with others.
- Provide back-up support to Information Technology team members in times of absence.

Expected results:

- The Commission's values are demonstrated through team behaviours, interactions and performance.
- Team culture is strong and there is a willingness to provide and receive effective feedback.
- Challenges are resolved effectively representing the team and/or organisation's best interests.
- Decision making is considered, and evidence based.
- The team operation is smooth and efficient and is uninterrupted when there are absences.

Relationship management

- Act as an ambassador for the Commission through the effective development and maintaining of positive internal and external stakeholder relationships.
- Maintain high ethical standards of conduct.

Expected results:

- Relationships are effective and successful with all internal and external stakeholders.
- A demonstrated commitment to acting with customers in mind and gaining their trust and respect.

Quality systems and service

- Contribute to the achievement of team goals by meeting expectations and offering suggestions for improving current systems and procedures.
- Practice a continuous improvement approach by reviewing own work methods and taking a proactive approach to resolving challenges.
- Ensure that service levels meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.

Expected results:

- Team goals are achieved through continuous improvement.

Information gathering and analysis

- Ensure a future focussed approach to research and development, reviewing literature, collecting data/information to contribute to a continuous improvement of systems and processes.
- Contribute to the quality of the Commission's operational procedures by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.

Expected results:

- Procedures are efficient and there is a consistent participation in continual improvement.

Health, Safety and Wellbeing

- Take reasonable care for your own health and safety, and wellbeing and that of others at work.
- Proactively demonstrate adherence to the organisation's Health, Safety and Wellbeing related values, acting as an advocate and support for all our employee's wellbeing.
- Comply with the Commission's health and safety, and wellbeing policies and procedures. Take action to improve the health and safety record of the workplace. Ensures equipment and work areas are well maintained.
- Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.
- Promote and advocate employee wellbeing, acting as a champion for wellbeing.
- Lead, champion, and promote continual improvement in health, safety, and wellbeing to create a healthy and safe culture.
- Continuously engage with the team to enable them to actively participate in wellbeing activities and initiatives.

Expected results:

- All employees understand their responsibilities and utilise development programmes to ensure they have the required health and safety competency.
- Continual improvement in health, safety and wellbeing to create a healthy and safe culture is promoted and championed.
- The team is continuously engaged with to enable them to actively participate in wellbeing activities and initiatives.

Key competencies

- **Action Oriented** - Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Decision Quality** - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Functional/Technical Skills** - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Managing and Measuring Work** - Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
- **Organising** - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.

Qualifications and technical skills

- A relevant tertiary qualification.
- Qualified in, or prepared to work towards, a security specific qualification such as SABSA, CISSP, CISA or CISM.
- Well-developed analytical skills and techniques with the ability to form and articulate well-reasoned solutions for different business and technical audiences.
- Ability to work effectively through influencing others.
- Ability to work under pressure to meet deadlines.
- Ability to work in a team environment and contribute to team performance.
- Strong customer focus and interpersonal skills with the ability to work effectively with a variety of stakeholders.
- Excellent written and verbal communication skills.
- Security cleared or prepared to work towards security clearance.
- High level of computer literacy and use of Microsoft suite.

Experience and knowledge profile

- At least three years' experience as a business analyst or security analyst.
- Understanding of solution architecture and ICT security policies and standards.
- Experience in analysing and documenting business requirements.
- Familiarity with operational management of IT systems, infrastructure, and websites.
- Experience in organisational change projects or initiatives, with a specific focus on IT systems.
- Common sense and sound judgment.
- Willingness to contribute to a constructive, positive, and collaborative project work environment.
- Capacity to establish and maintain effective working relationships at all levels.
- Capability and willingness to lead small security improvements as required.
- Experience of testing software to business requirements.

Public Service introduction

Ka mahitahi mātou o te ratonga tūmatanui kia whai tikanga ai te noho a ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (https://www.publicservice.govt.nz/about-us).