



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Intelligence Coordinator, Digital Safety

Regulatory Services, Toi Hiranga | Policy, Regulation and Communities

Regulatory Services has oversight of three regulatory systems: Anti-money Laundering and Countering the Financing of Terrorism, Gambling and Digital Safety (digital messaging, digital child exploitation, and countering violent extremism). We are a responsive risk-based regulator focused on reducing harm and ensuring that iwi, hapū and communities across New Zealand are safe, resilient and thriving.

Our vision for the digital safety system is to make the digital world a safer place for everyone. You will support the delivery of our vision by supporting the Intelligence and Insights team through coordinating information for analysis and reporting purposes. Your contribution will improve our understanding of harm and risks.

- **Reporting to:** Manager Intelligence and Insights
- **Location:** Wellington/Auckland
- **Salary range:** Regulatory F

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Regulatory Intelligence and Design</p> <ul style="list-style-type: none"> • Use your initiative and judgement to review information and triage referrals • Identify and connect linkages that might come from referral information • Support continuous improvement and innovation in the referral process to ensure effective operation • Ensure relevant information is shared with appropriate Digital Safety staff • Ability to clean and organise data to support intelligence analysts • Conduct intelligence scanning to support Intelligence and Insights staff • Contribute to the preparation of intelligence products • Cooperate and work with Analysts and Investigators to achieve objectives • Undertake other tasks the Department may reasonably require 	<ul style="list-style-type: none"> • The coordination of referrals • Organisation of relevant information to support Intelligence and Insights staff • A robust and developed process for extracting information from referrals and data systems
<p>System Leadership and Collaboration</p> <ul style="list-style-type: none"> • Establish and maintain effective professional relationships with people and organisations • Build relationships with internal and external intelligence and investigatory staff • Share information appropriately and in accordance with legislation and DIA guidelines and policies 	<ul style="list-style-type: none"> • Trusted relationships with internal and external partners • A customer-centred approach in supporting staff • Creation and dissemination of timely and actionable intelligence

What you will do to contribute	As a result we will see
<p>Risk-based Responsive Regulation and Stewardship</p> <ul style="list-style-type: none"> Use insights from the referral process and the knowledge gained about regulatory practice to identify potential risks of harm Assist Intelligence and Insights staff as required to improve understanding of digital harms and the associated risks in New Zealand Use technical software to collate data and prepare information ready for analysis (with the support/direction of other intelligence staff) Conduct research as required by Intelligence and Insights staff 	<ul style="list-style-type: none"> Prompt action of referrals Assistance with intelligence product preparation Prioritisation of digital-related harms Visualisations of initial data analysis
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Monitor, encourage and engage colleagues working with objectionable material to have regular debriefing or counselling to ensure their ongoing wellbeing Take responsibility for keeping yourself free from harm Participate in the psychological supervision programme and co-operate in implementing the rehabilitation plan if required Work safely and take responsibility for keeping yourself 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 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed You can successfully deal with objectionable material, including images that might convey loss of life or child exploitation

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Intelligence and Insights	✓	✓	✓	✓		✓
	Digital Safety staff	✓	✓	✓	✓		✓
	Regulatory Services	✓	✓		✓		
External	Intelligence agencies		✓		✓		
	Other government agencies		✓		✓		
	Interest groups and service providers		✓		✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your delegations

Statutory powers

This position is an Inspector of the Films, Videos, and Publications Classification Act 1993 in accordance with the departmental delegations' policy and delegations schedule

Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Valued Contributor](#).

Keys to Success:

- Customer focus
- Continuous improvement
- Teamwork and peer relationships
- Action-oriented
- Self-development and learning
- Functional and technical skills

What you will bring specifically

Experience

- Experience working with data
- Experience in a regulatory environment is preferred, but not essential
- Experience communicating confidential information
- Experience in intelligence is preferred, but not essential

Knowledge

- Awareness of data analysis tools and processes
- Understanding of regulatory and compliance functions and purpose

Skills

- Good communications skills (written and verbal)
- Good interpersonal skills and able to establish and maintain effective relationships
- Ability to maintain confidentiality when dealing with classified information
- Strong organisational skills
- Good research and writing skills
- Time management skills and ability to meet deadlines
- The ability to work well with others

Other requirements:

- Tertiary qualification or equivalent experience
- Ability to hold and maintain Top Secret security clearance
- This position is an Inspector of Publications under the Films, Videos, and Publications Classification Act 1993