



Job description

Haere mai

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

Lead Intelligence Analyst, 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 (anti-spam and censorship). 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 be responsible for using appropriate intelligence and analytical practice within the Group and developing our capability to better understand digital harm. You will also work closely with partner agencies as part of our intelligence and insights capability to support them.

- **Reporting to:** Manager Intelligence and Insights
- **Location:** Wellington
- **Salary range:** Regulatory I

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>A trusted advisor with specialist knowledge and experience</p> <ul style="list-style-type: none">• Develop and implement innovative and best practice intelligence, data and information analysis methodologies and processes to support the business unit's regulatory approach to reduce harm• Work and lead complex and challenging projects to deliver intelligence and insight products that contribute to the effectiveness of the business unit• Use knowledge of intelligence frameworks and tools to ensure that intelligence and insight products are effective• Have an inclusive approach that enables diverse people, thinking and perspectives to improve the usefulness of intelligence and insights analysis and products to reducing community digital harm• Provide coaching, mentoring and feedback to team members to build capability• Work with managers to promote effective team work and the sharing of information, insights and intelligence across the business unit	<ul style="list-style-type: none">• The Group and our partners can agilely respond to immediate and strategic changes and developments• The products you and the team produce show evidence of innovation and best practice tools, methodologies and processes• Team members report positive experiences with coaching, mentoring, and feedback• Intelligence and information products help to reduce digital harm for iwi, hāpu, and communities across New Zealand• You can work with and providing analysis/assessment based on ambiguous and incomplete information.

What you will do to contribute	As a result, we will see
<p>System leadership and collaboration</p> <ul style="list-style-type: none"> • Develop and maintain productive and collaborative relationships across the Department and with external national and international stakeholders and partners to better understand the big picture, identify trends, risks and influences that may impact on the effectiveness of the Group • Support the Manager to develop relationships and information/intelligence sharing arrangements with other agencies (both in NZ and overseas) that have a shared interest in sectors and industries of interest • Take a system view and utilise customer centred design practices to enhance the products and services used by our partner agencies and that help enhance their technical or operational capability • Develop and implement plans and solutions to meet the intelligence and insights needs of our national and international stakeholders, and diverse New Zealand communities • Participate in the internal practice leadership led by Regulatory Services and wider cross-organisational or sector networks and communities of practice 	<ul style="list-style-type: none"> • An intelligence and data analysis network is maintained across the Department and more widely across government agencies • Partner agencies and external stakeholders engage in collaborative work that supports communities' outcomes and reduces digital harm • Partner agencies provide positive feedback about the usefulness of the intelligence reports that they receive • Users of intelligence and insights products report that the products met their needs and were communicated with influence through written, verbal and visual mediums • Your strategic overview of the system is reflected in your intelligence and insights reports
<p>Responsive and risk-based regulation and stewardship</p> <ul style="list-style-type: none"> • Remain up to date with developments in intelligence analysis and assessment practice to ensure the intelligence and insights approach and practices remain current • Use expertise and professional judgement to understand the intelligence and information needs of the Group and develop quality products that help ensure a good outcome for communities • Evaluate the impact of intelligence and information products on regulatory activities and reducing harm • Manage the evaluation and assessment of the relevance and reliability of different data sources and provide recommendations on the identified risks and issues associated with the Group's (and the Department's) current information and data sets, including maintenance of databases. • Facilitate and encourage sharing of information, experience, knowledge and ideas to continue to foster an evidence-based approach where risks of harm are well understood 	<ul style="list-style-type: none"> • Actionable and timely intelligence and insight products that contribute to the prevention and response work of the Group • The intelligence and insights reports that you produce will enable the Group to collaborate to improve industry responsibility to help keep users safe from digital harm • The Group's regulatory practice is evidence-based and ensures strategic and targeted use of resources and regulatory activities

What you will do to contribute	As a result, we will see
Health and safety (for self) <ul style="list-style-type: none"> Participate in the mandated psychological supervision programme. Co-operate in implementing the rehabilitation plan Work safely and take responsibility for keeping self and colleagues free from harm Monitor, encourage and engage colleagues working with objectionable material to have regular debriefing or counselling to ensure their ongoing well being 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 deal successfully with highly stressful environments, including dealing with objectionable material (including possible loss of life situations)

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Digital Safety Group	✓	✓	✓	✓		✓
	DIA, including the Policy, Regulation and Communities Branch	✓	✓		✓		✓
External	Minister of Internal Affairs	✓					
	National and international intelligence enforcement and regulatory agencies	✓	✓		✓		✓
	Other government agencies	✓	✓	✓	✓		
	National and international stakeholders, interest groups, and digital service providers	✓	✓	✓	✓		
	Research communities	✓	✓		✓		

Your delegations	
Human Resources and financial delegations	N/A
Direct reports	None
Statutory powers	Films, Videos, and Publications Classification Act 1993 and the Unsolicited Electronic Messages Act 2007 in accordance with the departmental delegations' policy and delegations schedule

Your success profile for this role	What you will bring specifically
<p>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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in using information systems and information statistical routines, analytical processes • Experience in environmental scanning and risk assessment, ideally in a regulatory setting so that the underlying drivers of risk to users of digital technology and the causes of harm, such as industry and users' practices, behaviours and attitudes • Proven experience in providing leadership within projects to deliver timely and quality intelligence and insight products that are actionable and that supports decision makers • Experience in supporting to build intelligence and insights capability (people, systems, and processes) <p>Knowledge:</p> <ul style="list-style-type: none"> • Comprehensive knowledge of quantitative and qualitative analysis tools and techniques • Knowledge of the intelligence cycle, and the ability to apply it in the context of government regulatory functions and purpose • Knowledge of government structures and processes <p>Skills:</p> <ul style="list-style-type: none"> • Excellent analytical skills • Excellent oral, visual and written communication skills • Ability to transfer technical skills and knowledge to managers and staff across different levels • Ability to mentor staff to develop their capability • Excellent relationship management skills to build collaborative relationships to achieve positive results and to ensure products meet "customer" needs • Ability to influence and gain the confidence of colleagues and staff <p>Other requirements:</p> <ul style="list-style-type: none"> • A relevant intelligence-based level of experience from the intelligence career

Your success profile for this role	What you will bring specifically
	<p>progression framework or a tertiary qualification in a relevant field</p> <ul style="list-style-type: none">• Ability to hold and maintain the necessary security clearance• This position is an Enforcement Officer under the Unsolicited Electronic Messages Act 2007 and an Inspector of Publications under the Films, Videos, and Publications Classification Act 1993.