



# Job description

Haere mai

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

## Advisor – Personnel Security

Capability and Performance Team, Information and Safety Group  
He Pou Aronui Organisational Capability and Services

The Advisor, Personnel Security will support the end to end lifecycle for the Department's staff and contractors who hold or have applied for a National Security Clearance (NSC) using the Department's processes which align to the Government's Protective Security Requirements (PSR).

This position will also need to build and maintain effective relationships with internal and external stakeholders to ensure security advice is effective, understood and actioned, as well as demonstrate an understanding of the PSR as it relates to personnel security.

- **Reporting to:** Manager, Capability and Performance
- **Location:** Wellington
- **Salary range:** Corporate G

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### 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.

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### 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><b>Support lifecycle of National Security Clearances</b></p> <ul style="list-style-type: none"> <li>• Provide advice to HR and/or hiring managers in relation to roles that require a National Security Clearance (NSC)</li> <li>• Support staff as they go through the security clearance process</li> <li>• Liaise with New Zealand Intelligence Community agencies on the security clearance process</li> <li>• Ensure oral and written briefings are appropriately pitched and are effective</li> <li>• Provide personnel security advice to staff so they are aware of their obligations as a clearance holder while performing their role, including work travel and personal travel</li> <li>• Provide personnel security advice to managers of DIA NSC holding staff and managers responsible for external contractors and managed service providers who have NSCs and provide services to DIA or on contract by DIA</li> <li>• Ensure the ongoing suitability of clearance holders</li> <li>• Conduct debriefs for NSC holders when they leave DIA or change roles</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable staff are recruited for employment and remain suitable to maintain access to Government information</li> <li>• DIA staff demonstrate personnel security awareness and the Department has a strong personnel security culture</li> <li>• The Department continues to align its clearance practices and process to the PSR</li> </ul>
<p><b>Innovation and continuous improvement</b></p> <ul style="list-style-type: none"> <li>• Ensure relevant, up to date, and timely personnel security advice is provided to the Department, using sound risk management principles</li> <li>• Support the ongoing continual improvement of the personnel security processes and procedures to match/keep up with changes in the operational environment</li> <li>• Maintain accurate personnel security records</li> <li>• Ensure that the day to day functions of the role are completed in a timely manner and meeting customers' requirements and SLAs</li> </ul>	<ul style="list-style-type: none"> <li>• The Department's personnel security programme continues to develop and becomes integrated, where possible with the on-boarding of new employees</li> <li>• Issues are identified and resolved accurately and in a timely manner</li> <li>• Information and advice is provided accurately, in a timely manner and meets customer's requirements</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Stakeholder and relationship management</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain effective and productive professional relationships with internal and external stakeholders to ensure security advice is effective, understood and actioned</li> <li>• Develop, maintain and enhance strong and constructive relationships with all levels of the Department</li> <li>• Keep management and colleagues informed of relevant issues and risks impacting on the security of the Department</li> <li>• Develop and maintain strong relationships with NZSIS</li> <li>• Attend relevant vetting forums and cross agency working groups as a Department representative</li> </ul>	<ul style="list-style-type: none"> <li>• Strong All of Government relationships including the sharing of best practise processes and templates</li> <li>• A positive working relationship across the Department in particular Human Resources and clearance holders</li> <li>• A positive and transparent relationship with NZSIS to ensure a smooth process for all cleared staff</li> <li>• Positive feedback from internal and external stakeholders</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	GM, Information and Safety/Chief Security Officer	✓	✓		✓		✓
	Manager, Capability and Performance	✓	✓		✓		✓
	All DIA Security Clearance Holders	✓		✓	✓		
	Safety, Security and Risk Team	✓	✓		✓		
	I&S wider team	✓	✓		✓		
	DIA Human Resource team	✓	✓		✓		
External	NZSIS		✓		✓		

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

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 <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A tertiary or professional qualification is preferred (equivalent to Bachelor degree) requiring the development and application of analytical and communication skills</li> <li>• Understanding of workflow systems</li> <li>• Experience delivering high quality customer service to a variety of people</li> <li>• An awareness of the Government’s Protective Security Requirements, in particular PERSEC</li> <li>• Dealing with complexity and ambiguity</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• An understanding of the machinery of government and how personnel security works within this</li> <li>• Knowledge and experience of risk and assurance frameworks, especially in relation to personnel security</li> <li>• Understand the appropriateness of clearance levels for roles and ability to advise in a non-technical manner</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Expertise in delivering pragmatic, customer centric solutions and agile services which are responsive to changing business needs</li> <li>• Ability to acquire an understanding of the Department’s business environment so that engagement can be correctly timed to influence</li> <li>• Ability to communicate complex and technical concepts to a business audience, verbal and written</li> <li>• Ability to manage priorities effectively</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• A tertiary or professional qualification is preferred (equivalent to Bachelor degree) requiring the development and application of analytical and communication skills</li> <li>• Able to maintain and hold a SECRET Clearance</li> </ul>