



## New Zealand Government

### Position description

Position	Chief Executive and Director
Department	Government Communications Security Bureau (the Bureau)
Position purpose	<p>The Chief Executive and Director of the Bureau:</p> <ul style="list-style-type: none"> <li>contributes to national security policy making and operational activities by providing the foreign intelligence required to protect and advance New Zealand's security or defence, its international relations, or its international or economic well-being</li> <li>provides advice and assistance to agencies to secure communications and computer systems and protect environments from electronic attack or technical penetration</li> <li>provides protection of New Zealand's critical infrastructure against cyber threats</li> <li>leads and manages the Bureau to be a trusted, effective and efficient provider of intelligence and security services in support of Government's security and intelligence objectives</li> <li>contributes effectively to the Officials Committee for Domestic and External Security Coordination (ODESC).</li> </ul>

### Key external relationships

Sector

The Bureau works closely with many agencies including the New Zealand Security Intelligence Service, the Department of the Prime Minister and Cabinet (National Assessments Bureau), the Ministry of Foreign Affairs and Trade, the New Zealand Defence Force, New Zealand Police, Department of Internal Affairs, New Zealand Customs Service and the Immigration Service.

In addition, the Director needs to work closely with other agencies in the New Zealand Intelligence Community (NZIC), ODESC and with the Bureau's counterpart agencies in overseas jurisdictions.

### Performance profile

Accountabilities	<p>The Chief Executive and Director of the Bureau is accountable to the Minister Responsible for the Government Communications Security Bureau, currently and by convention, the Prime Minister. The Director must perform the duties as set out in the State Sector Act, the Government Communications Security Bureau Act 2003, the Public Finance Act and other relevant statutes and legislation.</p> <p>The Director is also accountable for:</p> <ul style="list-style-type: none"> <li>providing timely, high quality foreign intelligence to the Responsible Minister, the National Assessments Director, the Ministry of Foreign Affairs and Trade and defence and law enforcement agencies to support and inform Government decision-making and achieve any desired operational outcomes</li> <li>providing a range of operational watch and warn, protection and assurance services</li> <li>protecting, advancing and maximising New Zealand's broader intelligence interests by developing and sustaining relationships with government departments, international</li> </ul>
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counterparts and with the New Zealand private sector in relation to cyber security

- maintaining productive and effective technical links with counterpart offshore agencies ensuring the Bureau provides an uninterrupted conduit for classified material
  - maintaining sound relationships with ODESC and those government agencies with roles in New Zealand's security and intelligence community
  - leading the effective management of the Bureau so that it contributes to the achievement of agreed outcomes, now and in the future, by developing the Bureau to fulfil its roles in a constantly changing environment
  - ensuring the Bureau maintains a very high degree of technical proficiency
  - modelling leadership and collegial behaviours within the wider State sector to achieve cross sector and whole of government outcomes
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Critical areas of success

Over the next two to three years the Director will be required to:

- ensure the co-location of intelligence functions within Pipitea House leads to a significant improvement in NZIC collaboration
- develop the National Cyber Security Centre into a centre of technical excellence
- ensure an uninterrupted and effective NZICNet service to NZIC members
- achieve internal structural changes with minimum impact on the status of critical functions
- contribute to changes in the institutional arrangements of the security and intelligence community to ensure they are effective
- develop a new public profile for the Bureau including a communications strategy
- demonstrate that the Bureau is delivering value-for-money to the taxpayer, including through the generation of ongoing improvements in efficiency and effectiveness
- continue a strong leadership role in building and maintain collaborative relationships with other jurisdictions, government agencies and the private sector
- build the capability of the Bureau with particular focus on developing staff and planning management succession.

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Position specific competencies

*The descriptors<sup>1</sup> below summarise the competencies in which the Director of the Government Communications Security Bureau will need to be skilled.*

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Strategic skills

The Director will possess a depth and breadth of knowledge. He/she will be intellectually sharp, and will deal with concepts and complexity comfortably. He/she will have a strong grasp of key trends and issues facing the Bureau and the NZIC.

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Operating skills

The Director will create strong teams across NZIC by empowering people, fostering open dialogue, effectively allocating resources and ensuring that individuals work together. He/she will use teams to work across boundaries and accomplish integrated tasks and sustained coordinated efforts.

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Energy and drive

The Director will consistently demonstrate energy and drive for better results. He/she doesn't give up in the face of resistance or setbacks, however he/she is also willing to adapt his/her approach if necessary to achieve the desired result. He/she consistently and constantly strives for better performance, balanced with a concern for people and due process.

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<sup>1</sup> These skill descriptions are based on Lominger International's LEADERSHIP ARCHITECT® Competency Sort Cards, Copyright © 1992, 1996, 2001-2003 Lominger Limited, Inc., a subsidiary of Korn/Ferry International ALL RIGHTS RESERVED, and are used with the express permission of Lominger International."

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Courage	The Director can be counted on to step up when times are tough. He/she anticipates potential conflicts and make conscious choices about the approach they will take. He/she is willing to take the lead on controversial issues. They read situations and people accurately.
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Personal and interpersonal skills	The Director will have highly developed personal and interpersonal skills. He/she will build relationships of trust and respect with colleagues, Ministers and staff. He/she is collaborative and values others' contributions. He/she will create a climate in which people feel motivated to do their best and where people like working for and with him/her. He/she is dedicated to meeting the expectations and requirement of Ministers and acts consistently with those expectations and requirements in mind.
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Organisational positioning skills	The Director will understand the political and organisational context within which he/she works. He/she is sensitive to political processes and anticipates risks and how others may respond. He/she can manoeuvre through complex political situations effectively and quietly whilst maintaining appropriate standards of political neutrality. He/she knows how to get things done within the political and organisational context, understands the origin and reasoning behind key policies, practices and procedures and observes legality and propriety of GCSB functions.
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Acting with honour and integrity	The Director will maintain the highest standards of personal integrity and will promote such standards throughout the Bureau.
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Security clearance	The appointee must be a New Zealand citizen. Appointment will be subject to a New Zealand Government Top Secret Special security clearance.
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### Departmental profile

Department	Government Communications Security Bureau
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Responsibilities	<p>The Bureau is responsible for:</p> <ul style="list-style-type: none"><li>• obtaining, correlating and evaluating intelligence relevant to security</li><li>• communicating it to those that the Director considers appropriate, in the interests of security</li><li>• advising the Government about matters relevant to security</li><li>• cooperating with other organisations in New Zealand and abroad that can assist the Bureau to carry out its job</li></ul>
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Outcomes	The Bureau supports Government in maintaining a state where the Government and individual New Zealanders can pursue their objectives untroubled by fear or danger.
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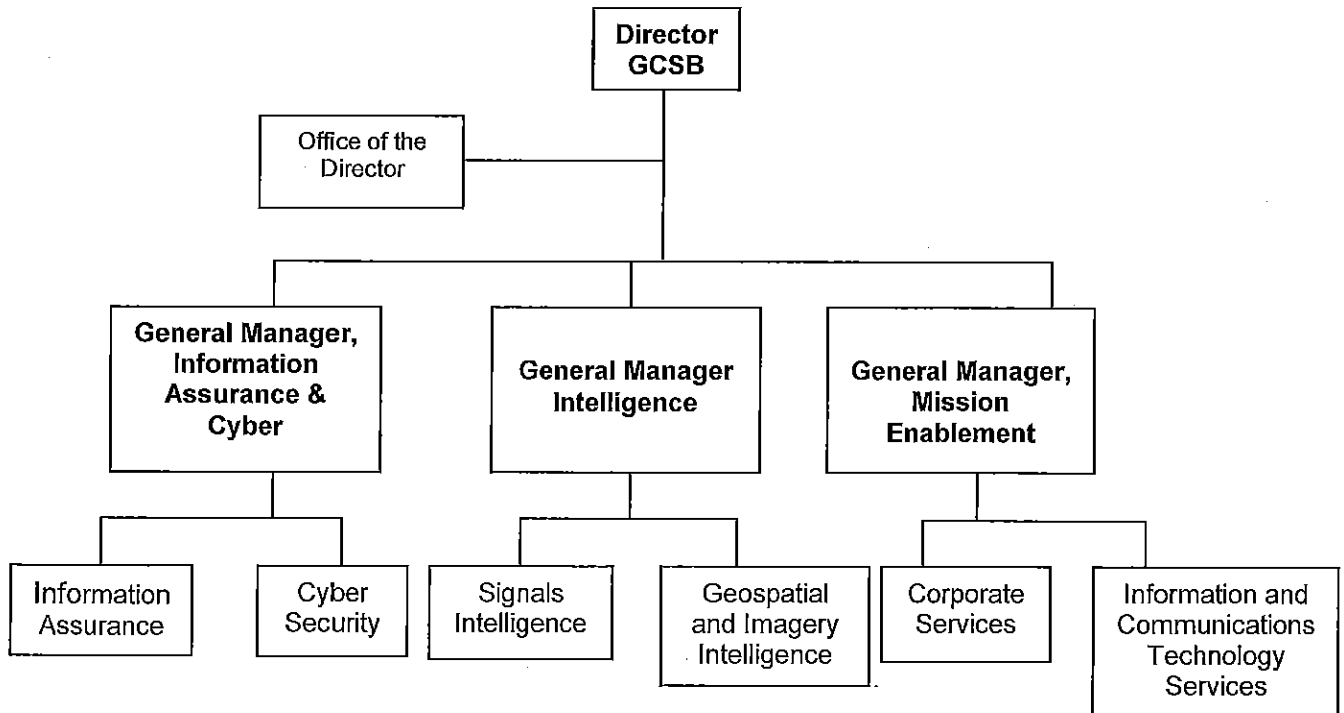
The Bureau achieves this through the provision of timely and relevant foreign intelligence and information assurance advice.

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Staff	As at 31 December 2010, close to 300 staff were employed by GCSB. An imminent intelligence capability enhancement will see these numbers rise by a small number.
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Organisation



Appropriations:

Vote Communications Security and Intelligence

Details of Annual and Permanent Appropriations

2010/11

Details of Annual and Permanent Appropriations	2010/11
<i>Titles and Scopes of Appropriations by Appropriation Type</i>	
<b>Intelligence and Security Department Expenses and Capital Expenditure</b>	
Communications Security and Intelligence (M60) This appropriation is limited to the operating and investing activities of the Government Communications Security Bureau.	<b>53,581</b>
<b>Total Intelligence and Security Department Expenses and Capital Expenditure</b>	53,581
<b>Total Annual and Permanent Appropriations</b>	53,581