POSITION DESCRIPTION – Ministry Vetting Panel Member

Position Title
Vetting Officer

Reports To
Manager, Information and Analytics

Division
Information Management Division (IMD)

Group
Services

Date Created/Updated
August 2018

About the Ministry
The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government’s international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand’s interests.

We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand’s influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

Impact
- We achieve for New Zealand, everyday, everywhere

Kotahitanga
- We draw strength from our diversity

Courage
- We do the right thing

Manaakitanga
- We honour and respect others

Diversity and Inclusion
We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.
About the Division

The Information Management Division is responsible for the provision of cost effective and reliable global technological systems, solutions and support, and the management and oversight of records and archives, with programmes to enable staff to better access and share information and knowledge across the Ministry’s global network.

About the Position

The Ministry supports a range of flexible work options as the default setting for all positions.

The Ministry Vetting Panel Member is a role that sits within the Information and Analytics team in the Information Management Division (IMD). The Vetting Panel Members assist in making one of New Zealand's more distinctive and valuable archives of New Zealand diplomatic history available to the public.

The purpose of the role is to enable the use of these archives by researchers and the public by reviewing, determining access to and declassifying classified Ministry records. The panel promote the Ministry's history and tradition, and identify what is relevant and useful. To do this they apply the requirements of relevant legislation; national security and Ministry of Foreign Affairs and Trade policy coupled with good judgment.

Key Accountabilities

The following key accountabilities of the role assist in delivering the Ministry’s purpose. The role of a Ministry Vetting Panel Member will be to:

- Information and Analytics Services
  - Review and declassify Ministry records held at Archives New Zealand
  - Identify and declassify historical paper collections for research purposes and public release
  - Provide vetting for cross-agency related projects
  - Meet ongoing Ministry requirements to release information to the public in a timely way, including contribution to delivery of the Ministry ‘Annual Public Release’ programme
  - Deliver quality vetting services for internal and external requests for information, or in response to requests under the Official Information Act
  - Ensure that New Zealand interests, national security, foreign relations and personal privacy are not compromised by the inappropriate release of information
  - Seek approval for declassification of information in consultation with other Governments

- Leadership
  - Contribute to the division’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
  - Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
  - Buddy new members of the team supporting a culture of learning and sharing of experiences

- Relationship Management
  - Develop and maintain key relationships both internally and externally in order to advance the division’s objectives
**Organisational Responsibilities**

- Understand the Ministry’s strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Contribute to the preparation and reporting requirements of the Ministry’s accountability documents
- Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry’s Strategic Framework
- Contribute to Ministry-wide projects and emergency response situations
- Be aware of and adhere to the Ministry’s Health and Safety policies and procedures
- All other duties as requested by the employer

**Knowledge Management**

- Contribute to the continuous development of the Ministry’s knowledge base by using the Ministry’s internal systems, sharing information and data with relevant internal stakeholders

**Health and Safety**

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other’s health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager
Qualifications, skills, knowledge and experience
The following are required.

Qualifications
- A tertiary qualification preferred

Skills
- Ability to research and analyse issues and develop appropriate recommendations
- Strong oral and written communication skills
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to facilitate and coordinate tasks
- Outstanding judgement

Experience
This position is a specialist role, requiring capability and knowledge gained from depth and breadth of experience obtained in senior positions in government, involving the management of sensitive government information with the potential to impact on national security, foreign relations and personal privacy. A strong identification with New Zealand’s diplomatic history and awareness of diplomatic sensitivities, with knowledge and experience to engage with counterparts as required.

Relationships
The position is required to build and maintain the following relationships:

Internal
- Divisional and/or unit manager
- Senior advisors/advisers within division/unit
- Division staff
- Other MFAT staff, both onshore and offshore

External
- Other New Zealand government departments and agencies
- Foreign governments

Delegations
No direct reports

Mandatory Role Requirements
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance
- You must hold New Zealand citizenship