

Position Description

Position Title - Ingoa Tūranga

Cyber Security Operations Centre Manager [P403253]

Group - Puni

People and Operations (P&O)

Division - Tānga

Information Management Division (IMD)

Reports to - Menetia

Information Technology Security Manager

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi/te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

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.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The **Cyber Security Operations Centre Manager** is a key member of the Information Security and Risk function, responsible for leading and developing the team, coordinating with stakeholders in the business and IMD to facilitate cyber security incident responses, manage cyber threats and vulnerability management, and drive activities to mature the service delivery.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

- Develop and implement the Ministry's CSOC strategy, policies, and procedures to ensure the protection of all digital assets.
- Lead a team of cyber security specialist and engineers to monitor and analyze security events, identify potential threats, and respond to incidents.
- Collaborate with other IMD and Ministry teams to ensure that cyber security measures are integrated into the Ministry's overall cyber security strategy.
- Monitor the Ministry's security environment and stakeholder feedback on an on-going basis to identify emerging risks requiring a security incident management and/or more strategic response.
- Manage ongoing performance and development of the cyber security operations centre team, providing support and coaching where needed.
- Manage issues with internal and external stakeholders including discussions of cyber security issues with Ministry managers up to Tier 2 level as required.
- Act as 2IC to the *Information Technology Security Manager*.
- Oversee a range of projects and assist with operational matters that require IT security input and/or oversight.
- Undertake Certification & Accreditation (C&A) assessments and present findings and recommendations to stakeholders.
- Provide expert advice, vulnerability assessment reports and formal risk analysis to stakeholders.
- Collaborate with application development product management/project teams and vendors on addressing IT security issues and track remediation where required.
- Assess vendor compliance with Ministry policies and standards and track remediation.
- Triage requests from the business where cyber security advice is required, or concerns are raised and allocate across the cyber security operations centre team.
- Work with various roles across IMD and SORD to maintain cyber security policies and enhance cyber security standards and best practices for the Ministry.
- Remain up to date with best practice developments in the security domain and advise where appropriate.
- Support the Information Security and Risk Manager in implementing the cyber security and ensuring information systems are developed and maintained to meet the cyber security needs of the Ministry.
- Contribute to the development and enhancement of communication to all groups with a focus on Cyber Security risk.
- Provide operational support for digital forensic activities as required.

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.
- 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.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The **Cyber Security Operations Centre Manager** will have the following experience, skills and knowledge:

Experience:

- 7-10 years' experience in information security
- Understanding of security controls for;
 - Windows and Linux operating systems
 - Networking
 - Virtualisation technologies
 - Database technologies such as MS SQL
 - Firewall and intrusion detection/prevention

- Application security and encryption technologies

Skills and knowledge:

- Familiarity with the NZISM, GCIO cloud questionnaire and Certification and Accreditation processes
- Capable of working independently
- Ability to efficiently manage multiple tasks
- Excellent verbal and written communication skills. This includes the ability to clearly and effectively communicate technical information to both technical and non-technical audiences
- Experience in people leadership and management, the ability to develop high performing teams and build capability through coaching, mentoring, development, and planning.
- Strong analytical skills
- Ability to constructively challenge, sell and influence decisions
- Sound understanding of tikanga and Te Tiriti o Waitangi principles

Relationships - Pātahitanga

The **Cyber Security Operations Centre Manager** position is required to build and maintain the following relationships:

Within the Ministry:

- All Ministry divisional managers
- Direct reports and Heads of Mission
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Senior Representatives of other government departments and agencies
- Business, academia, regional and international organisations and institutions, Maori and the wider community

Delegations - Whakatautapatanga

- The role will responsible for the management of up to six direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

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

References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>