

Position Description

Position Title - Ingoa Tūrangā

Cyber Security Specialist

Group - Puni

People and Operations (P&O)

Division - Tānga

Information Management Division (IMD)

Reports to - Menetia

Cyber Security Operations Centre 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 tūrangā mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, 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 Group – Mō te Puni

The People and Operations Group is responsible for the integrated and effective delivery of the Ministry's people and organisational capability, security of our people and assets, financial, systems and information management, commercial engagement and delivery, resilience, IT and digital functions.

About the Position - Mō te Tūranga

This is a Cyber security role within the Information, Risk and Security Unit of the Information Management Division (IMD).

The Information, Risk and Security Team is responsible for overseeing cyber security within the Ministry of Foreign Affairs and Trade to ensure that appropriate Information Security is in line with National Security guidelines and industry good practice.

The Cyber Security Specialist is considered an information security deep expert within the Ministry and as such their role is to provide to the ITSM and other key stakeholders expert advice and a high level of contribution to improving the security of systems, providing input to the Ministry-wide projects, assisting other security personnel within the Ministry, creation and contributing to cyber security training and awareness and responding to cyber security incidents is a core aspect of their work.

The role will support the information security operational activities of the Ministry by ensuring appropriate IT security measures are in place. This will be achieved by working with the ITSM in developing, maintaining, and communicating security policies, standards, processes, procedures, guidelines and undertaking monitoring and reporting audits on compliance.

The specialist will also support the development and maintenance of enterprise-wide security artifacts including: standardized control frameworks, design patterns, procedures, standards and guides.

Key Accountabilities - Kawenga Matua

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

- Role specific
 - Provision of expert support to the Information Technology Security Manager (ITSM) through the:
 - Development of internal information security policies, standards, processes, procedures and guidelines.
 - Development and maintenance of security risk management and control processes and the associated reporting mechanisms.
 - Recommend, develop and coordinate the implementation of controls to support and enforce cyber security policies.
 - Development and delivery of information security training and awareness material.
 - Provision of security advice, consultancy, mentoring and support to IMD and other Ministry staff as required.
 - Development and support of information security assurance, dashboards, monitoring and reporting tools.
 - Provision of advice and support for information security practices across the organisation.
 - Support key organisational information security practices (such as Detect and Respond, Secure by Design, and Certification and Accreditation).
 - Proactively engage with Ministry projects to ensure the completion of activities required so that solutions may achieve the required levels of security certification and accreditation (C&A). Ensuring that security risks are appropriately identified, managed and mitigated.
 - Communicate complex security information verbally in C&A documentation in a way that resonates with the project and clearly articulates the business risk.
 - Monitor and provide advice on information security threats and risks.
 - As required manage and support the response to information security incidents.
 - Ensure that all Information system security policies, plans, standards and guidelines are regularly reviewed in consultation with system managers/owners and ensure any/all improvements are identified and recommendations documented and followed through.
 - Develop and support the collation and dissemination of relevant cyber threat research and intelligence to projects.
 - Manage and support the measurement and reporting of security control performance (design & operational effectiveness) across the organisation on a continuous basis.
 - Manage and support the evaluation of external service providers & vendors by assessing the security risk

posed to business data & operations by the use of the external services.

- Work closely with the Change and Release Manager to ensure Information Risk & Security is considered in all steps of change and release management.
- Communicate effectively and build strong collaborative working relationships with people at all levels.
- Perform backup to the Information Technology Security Manager (ITSM) responsibilities during absences.

- **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.
- Lead security work on projects and initiatives for the Ministry.

- **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.
- 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 Specialist will have the following experience, skills and knowledge:

Qualifications:

- A tertiary and/or industry qualification(s) in IT or related area.
- A security qualification such as Certified Information Systems Security Professional (CISSP), CompTIA, Advanced Security Practitioner (CASP), or other internationally recognised framework or equivalent industry experience.

Experience:

- Minimum of 6 years' experience in Information Security.
- Experience in ICT operational and/or organisational security.
- Experience working in a team-orientated, collaborative environment.
- Working in and contributing to project teams and security initiatives.

Skills and knowledge

The following are essential:

- Business focused and ability to interpret security guidelines and rules in business terms.
- Technical knowledge and ability to communicate technical security matters in plain English to a variety of audiences.
- Working effectively with New Zealand government agencies.
- Well-developed analytical skills ideally including 2-5 years relevant experience (IT Risk management, process management or information management).
- Exposure to information assurance projects or a programme of work.
- Security champion/evangelist, able to convey the importance of good security to staff at all levels.
- Experience in identifying cost effective solutions to business risks.
- Experience in managing internally focussed relationships and consultative processes.
- Experience of providing advice in complex operations.

- A strong track record of achievement of results.
- Experience with vendor outsourced IT environments

The following are beneficial:

- Experience in engaging members of the NZ security community.
- Working knowledge of GCDO security requirements and mandates.
- Working knowledge of the PSR and NZISM Certification and Accreditation process.
- General project management experience.
- Experience with the development of security education and awareness campaigns.

You should also demonstrate the following professional skills:

- Ability to convey complex information logically and concisely in both written and oral forms.
- Ability to research and analyse issues and develop appropriate recommendations.
- Strong oral and written communication skills.
- Strong interpersonal skills.
- Ability to work under pressure.
- Ability to work as part of a team.
- Ability to work with staff from all levels of the organisation.
- Ability to facilitate and coordinate tasks.
- Good policy formulation skills and sound judgement.
- Ability to work with people from other cultures.
- Ability to facilitate complex tasks in a multi-disciplinary environment.
- Ability to work with minimal supervision; highly self-motivated and willing to accept ownership of tasks and areas of responsibility.
- Demonstrated analytical and problem-solving skills.
- Ability to gather and analyse data to produce reports.
- Ability to build, maintain and leverage relationships with key internal and external contacts.
- Strong planning and organising skills.
- Strong judgment and decision making skills.

Relationships - Pātahitanga

The Cyber Security Specialist is required to build and maintain the following relationships:

Within the Ministry:

- Information Management Division management and staff
- Security and Organisational Resiliency Division
- All divisions within the Ministry
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Government Intelligence Community (GCSB, NZSIS, NZDF, DPMC, NCSC, NZP)
- CERT NZ
- NZ GCDO
- Other NZ agency and government technical staff
- Suppliers, contractors, 3rd Party IT Specialists
- Other government departments and agencies

Delegations - Whakatautapatanga

- The role is not responsible for the management of any 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/>