Practice Advisor – National Security Systems

Position Details

Reports to: Supervisor: National Security Systems

Executive Group: Northern Districts

Workgroup: National Intelligence

Location: PNHQ

Role Level: Individual Contributor/Emerging Leader

Employee Type: Employee & Constabulary

Shift Work/Non-Shift Work: Non-shift work

Remuneration Range: Band I

Delegated Financial Authority: Nil

Direct Reports: Nil

Working at Police (who we are)

New Zealand Police delivers services that ensure people can be safe and feel safe in their homes, on our roads and in their communities. Police operate 24 hours a day in a complex environment actively targeting and preventing crime and harm. With around 16,000 staff, we work from urban and rural stations and larger policing hubs.

We operate on land, sea and in the air, and respond to more than 1.2 million events per year – answering more than 992,000 111 calls and over 650,000 non-emergency calls.

We're working towards specific goals and targets that highlight our intent to work collaboratively with iwi and communities, other government sectors and business partners to deliver our business and achieve long-term change.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

- **Professionalism** – Taking pride in representing New Zealand Police and making a difference in the communities we serve
- **Respect** – Treating everyone with dignity, upholding their individual rights and honouring their freedoms
- **Integrity** – Being honest and upholding excellent ethical standards
- **Commitment to Māori and The Treaty** – Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
- **Empathy** – Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
- **Valuing Diversity** – Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

The National Security Person of Interest Operating Framework was established to provide a nationally consistent approach to managing national security risk. The purpose of this framework is to detect, understand and prevent acts of terrorism and violent extremism to ensure everyone can Be Safe and Feel Safe. The central hub of this framework is the NatSec Portal case management tool which is used by District, National Security Group and National Intelligence Centre staff to manage Leads, Persons of Interest and Organisations of Interest. The system and processes developed are used by intelligence practitioners to 'understand the threat' and by operational staff to 'manage the risk' across the operating environment.

The National Security Systems (NSS) Team was developed to provide leadership, stewardship, support and advice for all staff operating in this space. Our purpose is to enable our people with the systems, processes and tools to effectively understand and manage national security risk. The team is based within the National Intelligence Centre and together with the National Security Group maintains a stewardship role across the Operating Framework and NatSec Portal. The team is also closely connected to all Districts who manage most cases. The team has a strong focus on continuous improvement and innovation to ensure the operating approach remains effective in a contemporary threatscape.

The primary purpose of the Practice Advisor role is to provide expert guidance, advice, training and practice support to staff in their operational application of assessment tools, risk management strategies and case management practices. By focusing on these areas, this role will be a key source of support for staff, provide assurance to senior leaders, drive a high-performance approach and promote nationally consistency in managing national security concerns.

Responsibilities (what you'll be doing)

1. **User Support**
   - Provide advice, oversight and support to staff on threat assessment, risk management and case management practice.
   - Support staff to manage national security cases in accordance with relevant legislation and evidence based best practice including:
     - Adopt a coaching and mentoring approach to supporting staff
     - Support staff to develop their practice through formal and informal approaches
     - Provide a point of contact for enquiries regarding NatSec practice
     - Assist NatSec Leaders in managing risk through practice support, sound quality assurance oversight, and ensure the timely escalation of risk to appropriate staff.

2. **Continuous Improvement**
   - Apply a continuous improvement lens to all aspects of the Operating Framework (systems, processes and tools) and the NatSec Portal and recommend changes and solution.
   - Identify and lead the development of initiatives to improve data analysis, reporting and insights capability.

3. **Staff Development and Training**
   - Support NatSec Leaders in identifying, developing and delivering training and development opportunities.
   - Assist users in their development of critical thinking and reflective practice.
   - Provide training, briefings and presentations to internal and external stakeholders as required.

4. **Quality Assurance**
   - Support the development and implementation of a quality assurance and case review framework to ensure a nationally consistent approach.
   - Work across Police to enhance practice and operational policy in relation to the management and monitoring of national security cases.
   - Conduct case reviews and identify practice considerations, lessons learnt and recommend changes.
   - Review and report on quality assurance measures and identify opportunities to achieve quality standards.

5. **Operational Practice**
   - Oversee the development and application of the Risk Management Framework.

- Provide expert advice on the use of threat and risk assessments tools and methodologies.
- Contribute to the development of practice standards.
- Assist in policy and practice development.
- Maintain a knowledge base of relevant research and international evidence-based practice.
- Provide advice and insight for incorporation into intelligence products.

6. Systems Development

- Identify continuous improvement opportunities in the current systems, processes and tools and contribute to the design and implementation of solutions.
- Provide robust support and advice on the next stages of the NatSec Portal development.
- Support the future development of the NatSec Portal system in the role of a Subject Matter Expert.
- Provide support and advice to relevant cross-agency work programmes.

7. Relationship Management

- Support and maintain an effective working relationship across key workgroups, the New Zealand Intelligence Community and international partners.
- Develop a connection with external partners and academic and research institutions to build a knowledge base on threat assessment and risk management.
- Facilitate a range of online and face to face forums and workshops to engage with users nationwide.

8. Universal Responsibilities

All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The **Practice Advisor – National Security Systems** can expect to build and maintain effective relationships with:

Internal	National Security Group, National Intelligence Centre, District (District Leadership Team, Criminal Investigation Branch, Intelligence Units), Investigation Management Tool Development Team
External	New Zealand Intelligence Community

Position Specific Competencies (how you'll deliver results)

To be successful in this role, the **Practice Advisor – National Security Systems** will:

- Deliver high standards of service to all stakeholders in a professional manner
- Effectively communicate with our people, partners and community,
- Use critical thinking and problem-solving skills to make sound decisions and judgement
- Manage time, priorities and responsibilities for self and others

- Manage our administrative responsibilities and resources
- Know our business and how to deliver it.
- Know our contribution to achieving our targets.
- Know the legislation, policy and guidelines relevant to the role and how to access them
- Know how to identify and manage risk to personal safety and trust and confidence
- Know the impact of unconscious bias and how to manage our own biases.
- Know and understand the diverse cultures within our communities.
- Have experience in engaging with partners and stakeholders
- Have the experience to apply creative and diverse thinking and show initiative.
- Have the experience to manage own health, waiora (well-being) and resilience.
- Enhance the Mana and waiora (well-being) of others, so that we can all be safe and feel safe.
- Seek clarity about the outcomes and activities we are expected to deliver.
- Seek opportunities to develop our own skills, knowledge and experience.
- Contribute honestly and openly to our progress and performance reviews.

Additional information: (what you need to know)

Required Qualifications

- A tertiary qualification relevant to the responsibilities of the role.
- Proven experience working in either a national security, intelligence or investigations related role.

Pre-Employment Checks

- Not a children's worker, standard vetting required.
- Core children's worker, safety check required (constab only).
- Drug and alcohol testing, as required, according to guidelines.
- Top Secret National Security Clearance is required to be obtained and maintained.

Work Environment

- Flexibility options: Flexible work options available.
- Travel requirements: Travel within New Zealand on a regular basis.