POSITION DESCRIPTION
Oranga Tamariki—Ministry for Children

Title:	Senior Information Security Advisor
Group:	Corporate Services
Reports to:	Information Technology Security Manager
Location:	National Office, Wellington
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us	Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.
Our vision	Our vision is: New Zealand values the wellbeing of tamariki above all else.
Our purpose	Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.
The Oranga Tamariki way	We've introduced a new way of doing things. A way of looking at the world that guides everything we do:

Our core outcomes	Our core outcomes are: - All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish - Improved outcomes for all children, especially tamariki and rangatahi Māori.

BACKGROUND

Technology and Channels is responsible for the Ministry's technology strategy, systems and services. We are implementing a new operating model so that we can deliver our responsibilities more efficiently, through a business-aligned structure. Our operating model is founded on three broad principles:

- o User-centricity is paramount, with a focus on front-line staff and the wider sector, by enabling them deliver services to children, young people and families.
- o We will be cloud-first and asset-light, choosing to buy as-a-service offerings from third party suppliers, rather than own technology assets.
- o Our systems and processes will be agile and enabling, to deliver changes faster, reduce complexity and simplify system interactions.

Technology and Channels is one of the groups reporting directly to the Deputy Chief Executive (DCE), Corporate Services. The Information Technology Security Manager reports to the Risk and Assurance Manager, Technology and Channels, to ensure privacy and security of all technology services and related information within Oranga Tamariki.

Reporting to the ITSM, the Senior Information Security Advisor is responsible for working with project teams and other stakeholders within the agency to ensure compliance and pragmatic implementation of the Certification and Accreditation process. In addition, this role is also responsible for providing information security related advice and training as required and participating pro-actively in the continuous improvement of cyber-security and information security practices within Oranga Tamariki.

POSITION PURPOSE

The purpose of this role is to

- – provide expert advice and information security and risk management leadership to project and programme teams, IT security, privacy and the business to ensure the required information processes are followed for certification and accreditation to occur
- – support the ITSM to manage key account relationships across the various business areas within Oranga Tamariki, carrying out all ITSM functions within the certification and accreditation function in accordance with the Information Technology Security Managers direction, GCIO and NZISM requirements

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Operational Support	– Provide authoritative and pragmatic information security advice that supports good business decision making, helping stakeholders to manage their business risks
	– Provide excellent business engagement for all information security stakeholders, both within and outside of Oranga Tamariki
	– Provide guidance and advice to Technology and Channels team for design and delivery of information security solutions that are aligned to business objectives and ensure information

Key Result area	Key Accountabilities
	assets and technologies are adequately protected
	– Work closely with project and programme teams to ensure the required information security processes are followed for certification and accreditation to occur
	– Ensure on-going information security education and training for all Oranga Tamariki staff, planning and facilitating workshops where required.
Enable Transformation	– Enable cross sector data sharing, analytics and reporting to identify trends and opportunities in information security
	– Support Cloud first and digital by design security.
Certification and Accreditation	– Review and provide advice to the ITSM on the assessment of information security risk, the application of relevant and pragmatic controls and the determination of residual risk.
	– Provide controls assessments reports that assess whether controls and control ownership which mitigate security risks are still operating.
	– Ensure that all technology services remain secure through the planning and execution of a pro-active certification and accreditation programme of work
	– Work with the IT Security Manager in Technology and Channels to ensure a seamless interaction between cyber-security practices, and collaboratively manage risk and controls registers and tools.
Project Management	– Provide information security risk and control advice and guidance for technology and business projects, including the evaluation and recommendation of information security / technical controls
	– Facilitate the certification and accreditation process during the lifecycle of projects or programmes by working with project or programme managers, MSD and Oranga Tamariki CISO's, and other stakeholders.
Reporting	– Produce reporting appropriate to different audiences within Oranga Tamariki that will convey the state of information security both within the project and programme as well as the operational landscape
	– Deliver information security risk assessment reports, identifying opportunities with prioritised recommendations.
Continuous Improvement	– Work pro-actively to ensure continuous improvement of the information security practices and the certification and accreditation process
Incident Response	– Drive information and security incident responses to ensure the impact to Oranga Tamariki is minimised

Key Result area	Key Accountabilities
Policies and Procedures	– Provide input into the development, maintenance and monitoring of information security policies, processes and frameworks. – Define and document information security policies, plans, and procedures that align to project and program requirements.
Relationship Management	– Support the ITSM to manage key account relationships across the various business areas within Oranga Tamariki – Lead information security consulting engagements – Implement effective communication processes, ensuring that communications are timely, easily understood and meet the needs of the audience – Build and maintain effective networks and relationships to identify emerging issues, within information security, both internally and externally to Oranga Tamariki.
Mentoring and Leadership	– Provide advice, support, training and leadership to members of the Technology and Channels team and other teams in Oranga Tamariki to lift capability in information security – Support the ITSM in the leadership of information security by identifying opportunities to share leadership challenges and by becoming a natural source of advice and support for the team and wider project and business groups.
Being part of the Oranga Tamariki team	– Actively and positively participate as a member of the team – Proactively look for opportunities to improve the operations of Oranga Tamariki – From time to time, you may be required to perform other reasonable duties as requested by your manager – Comply with and support all health and safety policies, guidelines and initiatives – Ensure all incidents, injuries and near misses are reported into our H&S reporting tool – Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known – Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct – Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	
Internal	– General managers and senior leaders within Oranga Tamariki – DCE, Corporate Services, Chief Technology Officer, Chief Information Security Officer, Chief Privacy Officer, IT Security Manager

–   General Manager, Governance and Assurance

–   Project and programme managers in change initiatives

–   Oranga Tamariki staff

External
–   Central agencies and other government departments, particularly, Security Intelligence Service (SIS), State Services Commission (SSC), Department of Internal Affairs (DIA) Government Chief Digital Officer (GCDO) and the Government Communications Security Bureau (GCSB) National Cyber Security Centre (NCSC).

–   External service providers and vendor partners

–   Audit New Zealand

QUALIFICATIONS & EXPERIENCE

Qualifications
–   Tertiary qualifications in a relevant discipline or equivalent experience

–   An understanding of:
    o   Information Security principles and frameworks, NZISM, PSR, ISO 27K
    o   ICT Assurance practices, including the All of Government ICT Assurance guidelines and policies
    o   Cloud computing, especially modern commodity cloud environments such as AWS, Azure and Salesforce
    o   Risk management practices, frameworks and standards

Other requirements
–   Willingness to travel within New Zealand to fulfil the requirements of the role

Experience
–   Significant experience as an Information Security Advisor in a large government organisation or similar

–   Demonstrable experience in:
    o   implementing, tailoring and establishing information security processes, such Certification and Accreditation, Security Risk Assessments and Security Incident Response processes
    o   Experience with the PSR, NZISM, GCDO cloud questionnaire and security frameworks such as SABSA
    o   Understanding of risk management and assurance practices
    o   Understanding in the role of security in the procurement of as-a-service solutions

–   Display a deep understanding of how information security disciplines support the Ministry's business

	– Ability to explain technology-related issues and ideas using business language, where appropriate for the audience
Skills	– Apply information security advisor skills in a practical way, in a busy and fast-moving environment.
	– Build strong, working relationships with a wide range of people, including cross-business project teams and technology service providers.
	– 'Comfortable working within an agile and light technology operating model, where change is to be expected.
	– Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
	– Excellent verbal, written and interpersonal communication skills.
	– Poise and ability to act calmly and competently in high-pressure, high-stress situations
	– Must be a critical thinker with strong problem-solving skills
	– High level of personal integrity, and the ability to professionally handle confidential matters and show an appropriate level of judgment and maturity
	– High degree of initiative, dependability and ability to work with little supervision
	– Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others