

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Information Security Advisor
Group:	People, Culture and Enabling Services
Reports to:	IT Security Manager
Location:	National Office, Wellington
Direct Reports:	No
Budget:	No

PUBLIC SERVICE PURPOSE STATEMENT

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

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.

Our operating model is founded on three broad principles:

- 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.
- We are cloud-only and asset-light, choosing to buy as-a-service offerings from third party suppliers, rather than own technology assets.
- 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 Chief Information Security Officer (CISO) role reports to the Head of Data and Information, who reports to the DCE, Corporate Services, and works closely with the Chief Technology Officer (CTO), the IT Security Manager (ITSM), and the Chief Privacy Officer to ensure privacy and security of all technology services and related information within Oranga Tamariki.

Reporting to the CISO, the 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 information security advice 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 IT Security Manager to manage key account relationships across the various business areas within Oranga Tamariki, carrying out all IT Security Manager functions within the certification and accreditation function in accordance with the Chief Information Security Officer’s direction, GCIO and NZISM requirements.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Operational Support	<ul style="list-style-type: none"> - Provide pragmatic information security advice that supports good business decision making - Provide advice to the Technology and Channels team for design and delivery of information security solutions that are aligned to business objectives and ensure information 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

Key Result area	Key Accountabilities
Certification and Accreditation	<ul style="list-style-type: none"> - Review and provide advice to the CISO and ITSM on the assessment of information security risk, the application of relevant and pragmatic controls and the determination of residual risk. - Support certification and accreditation activities within projects, including risk assessments, reviewing control audit reports, and writing accreditation memos. - Support re-certification and accreditation activities for existing systems that are undergoing changes or where the existing certification and accreditation is expiring. - Work with the ITSM Team to ensure a seamless interaction between cyber-security practices and the CISO office, and collaboratively manage risk and controls registers and tools. - Support Cloud only and zero trust design security.
Project Delivery Support	<ul style="list-style-type: none"> - Provide information security risk and control advice for technology 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, Oranga Tamariki CISO, and other stakeholders.
Reporting	<ul style="list-style-type: none"> - 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
Continuous Improvement	<ul style="list-style-type: none"> - Work pro-actively to ensure continuous improvement of the information security practices and the certification and accreditation process
Policies and Procedures	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Assist with building and maintaining effective networks and relationships to identify emerging issues, within information security, both internally and externally to Oranga Tamariki.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - 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

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Head of Data and Information, Chief Technology Officer, Chief Information Security Officer, Chief Privacy Officer, Manager Strategy and Performance, Service Portfolio Managers, IT Security Manager, Assurance Manager - Project and programme managers in change initiatives - Oranga Tamariki staff
External	<ul style="list-style-type: none"> - Central agencies and other government departments, particularly, the Government Communications Security Bureau (GCSB), National Cyber Security Centre (NCSC), CERT NZ, Department of Internal Affairs (DIA), and Government Chief Digital Officer (GCDO) - External service providers and security vendors and partners

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - Tertiary qualifications in a relevant discipline or equivalent experience - A foundational understanding of: <ul style="list-style-type: none"> o Information Security o Cloud computing, especially modern commodity cloud environments such as AWS, Azure and Salesforce
Other requirements	<ul style="list-style-type: none"> - Willingness to travel within New Zealand to fulfil the requirements of the role
Experience	<ul style="list-style-type: none"> - Prior technology or information security experience will be considered an advantage, but is not a requirement

- Display a foundational understanding of information security
 - 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.
 - 'Up with the play' and open to new ideas, proactively promoting innovation within the CISO capability.
 - 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
-