

SENIOR INVESTIGATOR – POSITION DESCRIPTION

Date: July 2023

Reporting to: Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security (IGIS) independently oversees whether New Zealand's intelligence and security agencies, the Government Communications Security Bureau (GCSB) and New Zealand Security Intelligence Service (NZSIS) (collectively "the agencies"), act legally and properly, by inquiring into and reviewing their systems and activities and investigating complaints against them. The work of the office of the Inspector-General includes:

- conducting inquiries and reviews into the actions of the intelligence and security agencies
- dealing with complaints about the intelligence and security agencies
- reviewing warrants issued to the intelligence and security agencies
- monitoring issues relating to intelligence and security
- collaborating with other domestic integrity agencies (eg the Privacy Commissioner, the Ombudsman) and international intelligence oversight bodies
- receiving and investigating protected disclosures (whistleblowing) regarding classified information or the activities of an intelligence and security agency.

PURPOSE

The role of a Senior Investigator is to assist the Inspector-General and Deputy Inspector-General in carrying out the work of the office. It is expected that a Senior Investigator will lead inquiries, reviews, and other work that is particularly complex, challenging, or raises risks for the office. A Senior Investigator is will also expected to be able to assist the Inspector-General and Deputy Inspector-General in:

- coaching and mentoring staff;
- providing guidance, advice and training to staff;
- managing projects or work streams (e.g. coordinating the review of warrants);
- peer reviewing reports and other work;
- representing the office externally; and

- handling complaints and enquiries received.

The Office of the IGIS is small and needs staff to work flexibly on issues as they arise, such as providing input into Government policy and legislative processes relating to oversight, responding to requests for advice and guidance from government agencies, and contributing to the office's strategic direction. The flexibility and diversity of this work provides opportunities for professional development.

KEY AREAS OF ACCOUNTABILITY FOR SENIOR INVESTIGATOR

Senior Investigators are expected to carry out the accountabilities of an Investigator as well as taking on more complex inquiries and reviews, providing training, advice and guidance to other staff, and taking a leadership role in the office.

Conducting inquiries and reviews	<ul style="list-style-type: none"> - Assist the IGIS in undertaking inquiries and reviews, including leading the more complex and challenging work of the office - Scope and plan inquiries and reviews to set terms of reference - Engage with contacts at the intelligence and security agencies to obtain information and determine appropriate approaches to take - Provide advice to the IGIS and DIGIS to progress investigations - Lead meetings with agency contacts and, where necessary, conduct interviews to obtain relevant information - Analyse legal issues and conduct legal research - Work collaboratively with other investigators on inquiries and reviews, including leading work to guide less experienced investigators - Draft reports that set out factual backgrounds, analyse relevant law and policy, and provide meaningful recommendations - Communicate with complainants and external parties - Ensure appropriate record keeping - Deal with work in a timely manner - Undertake work to a high quality
Team leadership	<ul style="list-style-type: none"> - Contribute to the development of less experienced and new staff by providing training, advice, and guidance on their work and the work of the Office - Peer review other investigators' work and provide constructive and proportionate feedback - Provide a first point of escalation for other investigators on issues - Model best practice in investigations
Contribution to the office's wider work	<ul style="list-style-type: none"> - Coordinate areas of the office's work (e.g. review of warrants, compliance incidents, policy work) - Monitor the agencies' work to identify potential matters of interest for the IGIS - Contribute substantially to the development of the IGIS work programme - Help develop office procedures and guidance

	<ul style="list-style-type: none"> - Provide input into government policy and other issues on which the IGIS is consulted - Draft submissions on Parliamentary Bills that relate to oversight of intelligence and security - Assist in the handling of protected disclosures to the IGIS - Contribute to a positive office culture - Undertake academic and open source research on intelligence and security issues - Monitor developments in relevant law - Work flexibly to assist with unique issues that arise in a small office (eg handling media enquiries, developing website content) - Represent the IGIS at conferences and meetings
General	<ul style="list-style-type: none"> - Handle highly classified information appropriately - Maintain good working relationships with all staff - Undertake other duties that may be assigned from time to time by the IGIS or DIGIS

IDEAL EXPERIENCE, SKILLS AND COMPETENCIES

Knowledge	<ul style="list-style-type: none"> - A legal or other relevant tertiary qualification - Understanding of the role of the IGIS, the intelligence and security agencies and the national security sector - Knowledge of the machinery of government - Understanding of the importance of independent oversight - Ideally an understanding of technologies relevant to intelligence and security
Experience	<ul style="list-style-type: none"> - Substantial experience in conducting and leading investigations or similar work - Experience working within a team-oriented, collaborative environment - Experience in the national security or intelligence community
Skills	<ul style="list-style-type: none"> - Proven ability to do complex problem solving - Exceptional written and oral communication skills - Ability to analyse and apply legislation and related issues - Strong relationship management skills with both internal and external stakeholders - Ability to manage a workload with competing priorities and timeframes - Ability to work on long term projects
Attributes	<ul style="list-style-type: none"> - A proven ability to mentor and provide advice to other staff - Readiness to learn, particularly about technology - An ability to lead on large and complex pieces of work - Strong ability to collaborate with senior and junior staff - Integrity and discretion in dealing with sensitive information - An ability to develop stakeholder relationships with senior officials in other agencies, academics and media

	<ul style="list-style-type: none"> - Demonstrates professional independence and works objectively - Ability to work autonomously, be self-driven, and deal with competing pressures - Ability to obtain the highest level of security clearance
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WORKING RELATIONSHIPS

There are no staff reporting to this position.

Internal	<ul style="list-style-type: none"> - Investigators and Senior Investigators - IGIS - DIGIS - Office Manager - IT Manager and Security Advisor
External	<ul style="list-style-type: none"> - NZSIS and GCSB staff - Other oversight bodies - Complainants - Members of the public making general enquiries - Officials from other relevant agencies

COMPETENCIES

Problem solving and analytical skills

Individuals who demonstrate this competency possess an ability to identify problems, analyse them by collecting available information, identify gaps, ask probing questions and identify key issues and risks. They are able to evaluate situations critically and objectively, and provide advice or recommend solutions based on sound logic and reasoning.

Strategic thinking

Individuals who demonstrate this competency have a deep understanding of the role of the IGIS and the intelligence and security agencies, and are able to think creatively about how the functions of the IGIS can be achieved. They can take a long-term view of issues and come up with plans that weigh up the relevant interests.

Leadership and mentoring

Individuals who demonstrate this competency have an ability to work collaboratively with other staff in a way that appreciates their current level of understanding and experience, and provide constructive feedback and guidance to contribute to their development. They can lead work in a variety of areas.

Relationship management

Individuals who demonstrate this competency are able to effectively manage relationships with stakeholders outside of the office, particularly by fronting and leading meetings on contentious issues.

Communication skills

Individuals who demonstrate this competency have excellent ability to communicate both in writing and person. They can present complex issues and analysis in a clear and succinct way, including in simple terms for public documents. They communicate professionally and objectively.

Teamwork and collaboration

Individuals who demonstrate this competency recognise the value of working with others and establishing and maintaining effective relationships to achieve goals. They participate and contribute effectively to the achievement of the objectives of the Office as a whole.

SECURITY CLEARANCE

A candidate must be able to obtain and maintain the highest level of security clearance.

