



OFFICE OF THE INSPECTOR-GENERAL OF INTELLIGENCE AND SECURITY

Position Description

Investigator / Senior Investigator

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), act legally and properly, by inquiring into, reviewing and auditing their systems and activities and investigating complaints against them.

Primary objectives

Investigators are responsible for investigating the activities of the intelligence and security agencies on behalf of the Inspector-General. This includes assisting on inquiries instituted on the Inspector-General's initiative, or at the request of the responsible Minister, the Prime Minister, or the Intelligence and Security Committee; reviewing selected areas of agency operations (including in relation to intelligence warrants); and investigating complaints made by members of the public. You will assist the Inspector-General in overseeing the legality and propriety of the agencies' activities, and assist in assessment of their operational and compliance policies and procedures.

Key requirements

Investigators will require a tertiary qualification (preferably in law, but this is not essential) and some post-qualification experience. A background in policy and/or compliance/audit would be useful. More experienced candidates may be considered for a Senior Investigator role. Senior Investigators have additional responsibility for assisting in the supervision and professional development of Investigators.

General responsibilities and objectives

Much of our work involves:

- A substantial amount of information-gathering and analysis.
- Identifying and considering issues of legality and propriety arising from agency activities, as well as understanding technical and operational issues.
- Preparing detailed reports, for internal use and external publication, that set out findings and inform future intelligence agency practice.

Investigators are responsible for:

- Carrying out inquiries, on behalf of the Inspector-General, and advising or helping others in carrying out inquiries, audits and special projects.
- Reviewing intelligence warrants issued to the agencies by the responsible Minister.
- Helping to build and maintain constructive working relationships between the IGIS office and GCSB and NZSIS.
- Writing reports and consulting with affected parties to check for factual accuracy, balance and attending to natural justice requirements.
- Developing and maintaining the IGIS office's methodology and processes for inquiries.
- Representing the office, either as a participant or speaker, at meetings, conferences and other appropriate events.
- Evaluating and advising on legislative and policy developments.

Person specification

- Excellent research and analytical skills.
- High personal integrity and a commitment to public sector ethics and values.
- A good understanding of the public sector environment, ideally of the intelligence and security sector, the political context of government, and preferably of public and administrative law.
- The ability to identify patterns and trends coupled with an enquiring mind to challenge elements that appear out of the ordinary.
- Well-developed relationship management skills with the ability to interact effectively and confidently with a wide range of individuals at all levels in the public sector, depending on your seniority.
- A background or personal interest in new technologies.
- A demonstrated ability to solve problems and make sound judgements.
- Professional independence and personal detachment.
- Excellent verbal and written communication skills.
- The ability to work in a team and collaborate with others, as well as the ability to work autonomously and manage your own work programme.
- Energy, enthusiasm, and drive to meet timeframes and goals.
- Must be able to obtain and maintain the highest level security clearance.

Staff management and relationships

There are no staff reporting to this position.

Qualifications and experience

Tertiary qualification and some post-qualification experience.

Date: 2 October 2020