

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Protective Security Advisor

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

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 hapori, 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Principal Protective Security Advisor is responsible for leading the implementation of the Government's Protective Security Requirements across the Ministry and delivery of the Ministry's Protective Security work programme.

The role includes development of the Ministry's policies and practices in line with legislation and associated updates, all of government protective security requirements, the Ministry's security risk profile and best practice.

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Such work is undertaken in collaboration with managers and staff across the Ministry to provide expert advice, support, guidance and training to continuously improve the Ministry's security position and culture.

Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Principal Protective Security Advisor you will:

- Lead the implementation of the Government's Protective Security Requirements across the Ministry of Education in line with the Ministry's security risk profile.
- Lead the delivery of the Ministry's Protective Security Programme of work.
- Review and update existing frameworks, policies, practices and tools considering best practice, recent decisions and legislative changes to continuously improve the Ministry's protective security maturity.
- Provide expert advice and support to staff and managers across the Ministry including training, incident management, engagement and reporting to build the Ministry's protective security maturity.
- Lead the engagement with managers and staff across the Ministry to identify and monitor security risks at both the Ministry-wide level and local level to ensure effective controls are in place to minimise such risks, while working within the Ministry's risk management framework.
- Lead and/or contribute to projects and initiatives to improve and lift security practices across the Ministry.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- You will need to be willing to travel throughout NZ on an as required basis.
- You may be asked, from time to time, to respond to after-hours security matters when emergencies or significant incidents arise. This is only when such events occur, and wherever possible, this work will be agreed in advance with your manager. This does not create any obligation to be available.
- You will make decisions in accordance with the Ministry's policies and delegations framework.

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Ngā Tohu Mātauranga Waiwai | Essential Requirements

Be eligible and suitable to gain and maintain a New Zealand national security clearance to Confidential level or above. You can check your eligibility here: <https://protectivesecurity.govt.nz/personnelsecurity/clearances/eligibility-tool/>

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in advising on the implementation of the Government's Protective Security Requirements framework.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- A sound understanding of the Government's Protective Security Requirements framework.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing

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Pou Aroā Critical consciousness of racial equity for Māori	Developing
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Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	January 2026
Approved By	General Manager, People, Sustainability and Place