



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Digital Assurance

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 ākongā 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 ākongā and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākongā and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Senior Advisor, Digital Assurance is regarded as an expert in IT security related disciplines, providing strategically aligned, technical, and practical, ICT Security advice and direction. The Senior Advisor must use sensible and scenario – based judgement when proffering this specialist knowledge to further establish the Ministry's reputation as a safe and secure environment for all consumers of our ICT services.

The Senior Advisor, Digital Assurance identifies and leads ongoing risk-based ICT Security improvement activities through knowledge sharing, role-modelling, and influencing ICT and business colleagues. The Senior Advisor is a significant contributor to the Ministry's efforts towards maintaining a safe and secure workplace environment for our people, our processes, and our systems.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 Senior Advisor, Digital Assurance you will:

- Plan, schedule, and deliver agreed ICT Security reviews in a timely manner as per the Certification and Accreditation (C and A) backlog and pipeline.
- Maintain and improve the ongoing Digital/ICT Security Risk Assessment (SRA/C and A) portfolio, facilitating delivery of same across all Ministry business units by articulating risks, assessing different internal controls, and providing recommendations about implementation of reasonable, cost-effective mitigation actions.
- Actively contribute to a state of Continuous Self-Assessment (CSA) of key ICT controls by monitoring, optimising, and applying specific, pre-determined and regular SRA reviews.
- Contribute to the effective management and monitoring of Cyber Supply Chain risk across the Ministry to ensure vendor contractual obligations are met, and ICT vendors' security practices are aligned with Ministry requirements.
- Ensure quality is built into all Digital/ICT security and risk management activities and deliverables.
- Assist the Manager in implementing, maintaining, and improving the ICT Security Risk Assessment frameworks, tools, processes, and capability.
- Contribute to an increase in the maturity of Digital/ICT Security capability across ICT through a mindset of continuous improvement.
- Apply learnings from interaction with external professional and advisory organisations, professional bodies, and other NZ government departments.
- Receive and act on stakeholder feedback to ensure continuous improvement of the ICT Security Risk Assessment (SRA) framework and underlying processes.
- Ensure projects comply with sound Security Risk Management (C and A) practices, and Information Security requirements by considering key governance, risk, and compliance matters across a variety of ICT platforms.
- Identify, target and help protect those Ministry assets that are at greatest risk of corruption or disruption from attack.
- Provide specialist ICT Security advice and support collaborating with Product Managers, Product Owners, and Business Owners and their people by, Understanding and applying expert ICT digital security research, and analysis, and specialist knowledge and experience accumulated over years, completing risk-based Digital security reviews and delivering informed and situational risk-based recommendations.
- Assist the Manager to report to stakeholders on the privacy and security risks associated with infrastructure activities, governance, business processes, services, projects, and programmes.
- Recommend and action preventative controls that allow avoidance of incidents, waste and cost associated with incident management and follow-up.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Interpret, right sizing and selectively applying elements of the Ministry's Security Risk framework and delivering to the identified risk profile using accepted professional and ICT standards.
- Apply the principle of "simplifying process by applying automation = minimising risk".
- Develop and maintain positive and effective relationships with relevant Business system owners, ICT Managers and staff including Product Delivery Managers, Programme and Project Managers.
- Focusing on high quality interactions and delivery methods to meet varied stakeholder expectations and demands.
- Contribute innovative ideas to the ICT Security and Assurance Management reporting for the Ministry's ICT Senior Leadership Team and relevant Governance Committees.
- Support the wellbeing of the team by actioning opportunities to share the load.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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.
- Advanced knowledge/experience based on working in a security-related function for a minimum of 5 years.
- Experience in independently developing technical solutions and lead and develop others to do the same.

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.
- Good understanding of security frameworks such as ISO 27000, NIST, COBIT, CIS and the Security Controls' Framework (SCF) with the ability to explain the practical application of these.
- An understanding of threat management and attack vectors and the role IT security controls play in the prevention, detection, and correction of security events,
- A good working knowledge of the Government's approach to Security Risk Management resulting in Certification and Accreditation with practical experience in completing regular digital reviews using this process.
- Good working knowledge of industry-standard security controls. (e.g., identity and access management)
- Ability to write technical statements of work and business cases for others to deliver.
- Ability to constructively engage with stakeholders at a business and technical level to ensure meaningful and achievable outcomes aligned to the Ministry's statement of intent.
- Ability to understand and apply a pragmatic, risk-based approach to prioritise workloads by identifying and managing multiple information flows.
- Sound working knowledge of NZ Government's approach to managing Security as defined in the Protective Security Requirements (PSR) and NZ Information Security Manual (NZISM).

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Ability to work independently to assist in resolving in-depth security events and incidents.
- Thorough understanding of industry security trends across multiple disciplines and domains including product roadmaps and developments.
- Be recognised by team members as a professional and subject matter expert in multiple security fields.

Skills Framework for the Information Age

Strong IT capability is vital to keep us secure and to deliver innovative and effective solutions for the Education system. SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework mapping individual professional skill level to a set of internationally recognised standards. Information about SFIA, including the SFIA competencies and skills required for this role, is available on the Ministry's intranet.

Capability	Level	Expectation
Research RSCH	5	<p>Agrees research goals and methods and performs research projects to generate original ideas. Attracts and manages external research funding. Maintains a strong external network within own area of specialism.</p> <p>Provides advice and guidance on performing research. Selects, adopts, and adapts data collection tools and techniques.</p> <p>Develops, reviews, and constructively criticises the research and ideas of others. Shares practical demonstrations of research findings.</p> <p>Takes part in professional activities outside own employing organisation. Presents papers at significant conferences, writes articles for specialist journals, and presents reports to key stakeholders.</p>
Business Risk Management BURM	5	<p>Plans and implements complex and substantial risk management activities within a specific function, technical area, project, or programme. Implements consistent and reliable risk management processes and reporting to key stakeholders.</p> <p>Engages specialists and domain experts as necessary. Advises on the organisation's approach to risk management.</p>
Information Assurance INAS	6	<p>Develops information assurance policy, standards, and guidelines.</p> <p>Contributes to the development of organisational strategies that address the evolving business risk and information control requirements.</p> <p>Drives adoption of and adherence to policies and standards. Ensures that architectural principles are followed, requirements are defined, and rigorous security testing is applied.</p> <p>Ensures that accreditation processes support and enable organisational objectives.</p> <p>Monitors environmental and market trends and assesses any impact on organisational strategies, benefits, and risks.</p>
Quality Assurance QUAS	5	<p>Plans, organises, and conducts formal reviews and assessments of complex domains areas, cross-functional areas, and across the supply chain.</p> <p>Evaluates, appraises, and identifies non-compliances with organisational standards and determines the underlying reasons for non-compliance.</p> <p>Prepares and reports on assessment findings and associated risks.</p> <p>Ensures that appropriate owners for corrective actions are identified. Identifies opportunities to improve organisational control mechanisms.</p> <p>Oversees the assurance activities of others, providing advice and expertise to support assurance activity.</p>

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Stakeholder Relationship Management RLMT	6	<p>Leads the development of comprehensive stakeholder management strategies and plans. Builds long-term, strategic relationships with senior stakeholders (internal and external).</p> <p>Facilitates the engagement of stakeholders in support of the delivery of services and change projects.</p> <p>Acts as a single point of contact for senior stakeholders, facilitating relationships between them.</p> <p>Negotiates to ensure that stakeholders understand and agree on what will meet their needs, and that appropriate agreements are defined.</p> <p>Oversees monitoring of relationships including lessons learned and appropriate feedback.</p> <p>Leads actions to improve relations and open communications with and between stakeholders.</p>
Information Security SCTY	5	<p>Provides advice and guidance on security strategies to manage identified risks and ensure adoption and adherence to standards.</p> <p>Obtains and acts on vulnerability information and conducts security risk assessments, business impact analysis and accreditation on complex information systems.</p> <p>Investigates major breaches of security and recommends appropriate control improvements.</p> <p>Contributes to development of information security policy, standards, and guidelines.</p>
Supplier Management SUPP	6	<p>Develops organisational policies, standards, and guidelines to ensure effective supplier management across the integrated supply chain.</p> <p>Defines the approach for commercial communications and the management of relationships with suppliers.</p> <p>Establishes a positive and effective working environment with suppliers for mutual benefit.</p> <p>Ensures that resources and tools are in place to conduct benchmarking.</p> <p>Reviews supplier analysis and assesses effectiveness across the supply chain.</p> <p>Manages risks and assures the quality of the services delivered by suppliers.</p>

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
Pou Aroā Critical consciousness of racial equity for Māori	Developing



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Job Description

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	May 2025
Approved By	HR Advisory team