



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

## Position Description

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<b>Title:</b>	Chief Information Security Officer
<b>Group:</b>	Te Aukaha - Digital
<b>Reports to:</b>	Chief Digital Officer/ GM Digital Transformation
<b>Band:</b>	22
<b>Date:</b>	November 2021

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### Context

#### Our purpose

**Waka Kotahi. Moving. Together**

A land transport system connecting people, products and places for a thriving Aotearoa.

#### Group and team purpose

Te Aukaha - Digital is responsible for overseeing, managing and evolving all aspects related to Waka Kotahi's current and future digital services. We enable digital change and provide quality data, information and security services.

The Security team works to protect and enhance the physical and information security of Waka Kotahi.

Our focus is to maintain protective physical and cyber security in our corporate and operational areas, and across our transport network.

This team has an essential role to play to ensure New Zealanders and their data are secure when they interact with Waka Kotahi and use our transport network.

#### Position purpose

Lead the Security team to optimise protection of Waka Kotahi's physical and information assets. Provide thought leadership on all security related issues, influencing and advising our executive leadership and board on security as it relates to corporate technology; transport technology; data and information; physical assets; and personnel. The role is responsible for ensuring that effective governance and risk management processes are in place so that the Agency meets its' ongoing security and related compliance obligations.

#### Key relationships

Internal:

- Chief Digital Officer
- CTO and other members of the Digital Leadership Team
- General Managers, Directors and Direct reports
- Board Audit and Risk committee
- All other business groups

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External:

- Ministry of Transport
- Government Agencies, including GCDO, GCSB, NZ Police.
- Other Central Government transport sector agencies and security leaders.
- Local authorities
- Digital community/networks, industry experts and stakeholders
- Travel and freight industry stakeholders
- Key transport industry and user representative groups

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## Dimensions

<b>Size of business unit:</b>	Approx. 38 FTE, includes 8 direct reports
<b>Indicative budget:</b>	\$5-\$7m p.a including project spend
<b>Delegations:</b>	Refer to the Waka Kotahi Delegations Register
<b>Location:</b>	Wellington, Auckland or Palmerston North

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## What the position involves

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### Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Lead, develop and build the Waka Kotahi Security team to be a valued centre of expertise with a reputation for pragmatic, well-considered and effective policies and strategies.
- Lead the development, implementation and enhancement of the Agency's overall approach and framework in relation to security, applying industry best practice to achieve and maintain a strong security posture.
- Lead the delivery of the Security Uplift Programme, a multi-year programme to enhance our security resilience.
- Lead the Agency's response to the Government's Protective Security Requirements programme.
- Provide security expertise for all digital and relevant physical programmes of work so that good security practices are embedded into project delivery from inception.
- Embed and drive a security culture across the Agency, leading and supporting education that drives awareness and mitigates risk.
- Build constructive and effective relationships with key internal and external stakeholders, working collaboratively to ensure the Agency's network is robust and well equipped to minimize security risk.
- Manage the Agency's enterprise cyber security systems and infrastructure in collaboration with the Chief Technology Officer.
- Develop and implement enterprise policies and standards across all security related areas.
- Effectively manage third-party vendors to develop and maintain robust security systems and applications.
- Develop, implement and maintain appropriate governance arrangements to support security.
- Embed a "track us don't trust us" culture into our Security team so that relevant metrics and external benchmarking is used to objectively measure our security capabilities.
- Lead and develop the Security team to ensure a diverse, empowered and high performing team.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

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## Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakapono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

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## Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

**NGĀKAU AROHA** *Have heart* means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

**KOTAHITANGA** *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

**KIA MĀIA** *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

**MAHIA** *Nail it* means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct.

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## SPIRIT OF 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 whitake 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.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

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## Leadership expectations

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### Foundational expectations of People Leaders

As a People Leader at Waka Kotahi you will:

**KEEP EVERYONE SAFE** Keep safety and wellbeing front of mind for your people.

**COMMUNICATE** Have regular meetings with your team and other key stakeholders to maintain consistent updates and a two-way dialogue.

**COACH** Have quality 1:1's with your team on a regular basis to build rapport, prioritise workload, support through change, and make sure your people are clear on what's expected of them. You will prioritise PDP's and regular performance conversations to develop your people, address performance concerns proactively.

**DEVELOP AND RECOGNISE** Have regular development conversations with your team to support their growth, link development goals to business needs, and recognise them when they do a great job.

**SEEK AND ACT ON FEEDBACK** Regularly ask for and learn from feedback to improve our work environment and develop yourself.

**BUILD A SUPPORTIVE TEAM ENVIRONMENT** Foster an environment that is inclusive and supportive for your team. You will encourage your team to raise important issues or concerns and invite them to engage conflict in a constructive way.

**PREVENT BULLYING and HARASSMENT** Know how to identify bullying and harassment in the workplace and not tolerate any bullying and harassment within your team.

**ENABLE SUCCESS** Ensure that your people have what they need to do their best work and manage key events during their time here well.

In addition to these foundational expectations, it is important that as a leader you are embodying and encouraging the Waka Kotahi values and behaviours.

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## The value you will bring

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As well as your leadership attributes, you will need to bring your 'know how':

### Knowledge and experience:

- Substantial experience in leading, developing and implementing risk and Security functions within Government and / or corporate information technology environments
- Significant experience at a Senior leadership level across complex environments; particularly digital
- Demonstrable ability to operate effectively as part of a collegial leadership team
- Highly developed critical thinking and analytical abilities, balanced with pragmatism and common sense and a flair for driving innovative deliverables
- Proven ability to successfully design, provide and operate effective governance preferably in cyber security
- Strong experience leading compliance projects and initiatives
- Financial Management and budgeting skills
- Proven experience in leading, influencing and building credibility across a range of senior stakeholders
- Ability to translate strategic concepts into priorities, plans and outcomes for effective delivery
- Understanding of emerging digital trends particularly in the transport sector with an innovative view on how to layer and embed security into new technologies
- Understanding of the overall security landscape, including governance; physical; personnel; and information

### Qualifications:

- A relevant tertiary qualification
- At least one professional information security qualifications (E.g., CISSP, CISM, CCSE, CNE, MCSE, CEH etc.)
- The position holder must hold and maintain a NZ national security clearance at SECRET level.

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

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