



## Job Description - Whakaahuatanga Mahi

**Job Title:** Principal Advisor, NSPC  
**Business Group:** National Security and Resilience  
**Reports to:** Manager, NSPC  
**Financial delegations:** Nil  
**Location:** Wellington  
**Date:** July 25

### Our Purpose - Ā Mātou Kaupapa

#### **Our purpose is to advance an ambitious, resilient and well-governed New Zealand**

The Department of the Prime Minister and Cabinet (DPMC) supports the government of the day by leading, advising, stewarding and delivering activities across the public sector, and by providing dedicated advice and support to the Governor-General, Prime Minister and portfolio Ministers.

Our business units include: The Office of the Chief Executive, Policy Advisory Group, Corporate, Cabinet Office, Government House, and National Security and Resilience.

### Business Group Summary

#### **National Security and Resilience**

The National Security and Resilience Group (NSR) provides strategic leadership and stewardship for New Zealand's national security, intelligence, risk management, and resilience systems.

Within the NSRG, the core functions include National Risk and Resilience, National Assessments Bureau, National Security Policy, and the Strategic Crisis Management Directorate

Together, these functions within the NSR ensure an integrated, proactive, and effective approach to New Zealand's national security, risk, and resilience challenges.

### Role Purpose - Kaupapa Tūranga

The Principal Advisor provides thought leadership on complex and high-impact policy issues that shape New Zealand's long-term security. The role develops innovative policy solutions, influences decision-making at senior levels, and contributes to setting the strategic direction for system-wide readiness and capability.

The position requires the ability to address complex problems, operate effectively in uncertain environments, and design frameworks that support preparedness for emerging security challenges. The Principal Advisor brings deep subject-matter expertise, works collaboratively across agencies and sectors, and supports the development of others through mentoring and coaching. The role has a direct impact on the policies and strategies that protect New Zealand's people, assets, and way of life.



## Key Accountabilities - Ngā Kawenga Matua

Key Accountability Areas:	Deliverables:
<p><b>Policy Leadership</b></p>	<ul style="list-style-type: none"> <li>• Lead the design, development, and implementation of complex and often sensitive policy initiatives that address high-priority national security challenges.</li> <li>• Ensure policy work is grounded in robust evidence, reflects diverse perspectives, and is aligned with domestic and international obligations.</li> <li>• Work closely with intelligence, risk, and assessment teams to ensure that policy development is informed by the best available intelligence and risk analysis.</li> <li>• Anticipate emerging risks, opportunities, and trends, and shape innovative policy solutions that strengthen New Zealand’s national security posture.</li> <li>• Integrate scenario planning, horizon scanning, and foresight methodologies into policy work to anticipate and prepare for future challenges.</li> <li>• Prepare authoritative, fit-for-purpose Cabinet papers, Ministerial briefings, long-term strategic documents, and discussion papers that withstand public and political scrutiny.</li> <li>• Translate technical or classified information into advice that is accessible to decision-makers while maintaining necessary security and confidentiality requirements.</li> </ul>
<p><b>System Engagement and Influence</b></p>	<ul style="list-style-type: none"> <li>• Lead, coordinate, or contribute to cross-agency working groups, steering committees, and governance forums, ensuring the department’s perspectives and priorities are represented and advanced.</li> <li>• Guide governance bodies with strategic direction and independent assurance, ensuring they have the right information, advice, and insights to make well-informed, future-focused decisions.</li> <li>• Foster and sustain effective partnerships with government agencies, local authorities, iwi/Māori partners, the private sector, and community organisations to deliver shared outcomes across the national security and resilience system.</li> <li>• Effectively influence through engagement and communication with senior stakeholders to support national security objectives.</li> <li>• Provide thought leadership in national security discourse, influencing the direction of policy debates and promoting system coherence.</li> <li>• Navigate complex political and operational environments, balancing strategic intent with practical constraints and operational realities.</li> <li>• Engage with international partners, where appropriate, to share best practice and contribute to the development of national security frameworks.</li> </ul>
<p><b>People and Capability Development</b></p>	<ul style="list-style-type: none"> <li>• Provide mentoring, coaching, and guidance to Senior and Policy Advisors, supporting their professional growth and building policy capability across the team.</li> <li>• Review and quality assure policy products to ensure analytical rigour, strategic alignment, and clarity of communication.</li> <li>• Support the Manager to develop and manage the work programme, prioritising initiatives, and allocating resources effectively.</li> <li>• Lead by example in fostering an inclusive, respectful, and high-performance team culture.</li> <li>• Promote innovation in policy approaches, encouraging experimentation, horizon scanning, and continuous improvement in policy methods and tools.</li> </ul>



Key Accountability Areas:	Deliverables:
<b>Strategic Crisis Response</b>	<ul style="list-style-type: none"> <li>Support the operations of the ODESC system during crisis (If/when needed)</li> </ul>
<b>Health and Safety</b> <i>(applies to all DPMC roles)</i>	<ul style="list-style-type: none"> <li>Take care of your own health, safety, and wellbeing, and help keep others safe too.</li> <li>Follow our health and safety rules, policies, and reporting processes.</li> <li>Report any accidents, incidents, hazards, or near misses as soon as possible.</li> </ul>

## Key Relationships - Ngā Hononga Matua

Internal	External
<ul style="list-style-type: none"> <li>Leaders and teams within NSPC</li> <li>Leaders and teams across NSR, including the National Assessments Bureau</li> <li>Governance team within Corporate</li> <li>Office of the Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>New Zealand Intelligence Community (NZIC) agencies</li> <li>National security and intelligence sector.</li> <li>Parliamentary Counsel Office</li> <li>Prime Minister and other Minister's offices</li> <li>Sector and community groups</li> </ul>

## What do I need for the role? - Ngā tohume ngā wheako?

Area	Description
Security Clearance Requirement	<ul style="list-style-type: none"> <li>This position requires the ability to obtain and maintain a national security clearance at Top Secret Special level.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>A tertiary degree in a relevant field, or equivalent knowledge, skill and experience is essential.</li> </ul>
Knowledge/ Experience	<ul style="list-style-type: none"> <li>Extensive policy experience with a proven record of delivering at senior levels.</li> <li>Recognised thought leadership in at least one focus area (e.g., Cyber and Technology, Security Policy, Risk, or Resilience).</li> <li>Experience leading national-level or system-relevant policy design or advice, ideally in the New Zealand intelligence, defence, national security, resilience, or emergency management sectors.</li> <li>Strong professional networks across national security, intelligence, resilience, or emergency management communities.</li> <li>Demonstrated success influencing Ministers, governance groups, or senior agency leaders to achieve strategic objectives.</li> <li>Familiarity with Te Ao Māori, Tikanga Māori, and Te Tiriti o Waitangi and their application within organisational settings.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Advanced strategic and systems-thinking skills, with the ability to navigate complex policy environments.</li> <li>Strong understanding of national security and resilience policy frameworks, risk management approaches, and cross-agency governance.</li> <li>Expertise in public sector policy development processes, crisis governance, strategic planning, or legislative reform.</li> </ul>



- Proven ability to synthesise complex data, intelligence, and risk information into clear, actionable strategic advice.
- Highly developed influencing and negotiation skills to shape cross-agency outcomes.
- Excellent written and verbal communication skills, including drafting for Ministers and senior stakeholders.
- Strong organisational insight and cultural competence, with a commitment to diversity, equity, and inclusion.
- Dedication to mentoring, coaching, and inclusive leadership.

### What else do I need to know? - He aha atu anō?

Principal Advisors will work in the National Security Policy and Coordination or National Risk and Resilience teams, reporting to a Manager. While they work in one of our teams they work flexibly across the Group on cross-cutting national security projects.

This job description outlines the key responsibilities of the role, but we're a small, collaborative organisation so you may be asked to help with other tasks that support our shared goals.

