DEPARTMENT OF THE PRIME MINISTER AND CABINET
TE TARI O TE PIRIMIA ME TE KOMITI MATUA

Job Description - Whakaahuatanga Mahi

Job Title: Director, National Security Policy and Coordination
Business Group: National Security and Resilience
Reports to: Deputy Chief Executive, National Security and Resilience
Financial delegations: Yes
Location: Wellington
Date: July 25

Our Purpose - Ā Mātou Kaupapa

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 (NSR) group provides strategic stewardship and leadership for New Zealand's National Resilience System, including two key components – the national security system and the ODESC system (strategic crisis management arrangements).

We strengthen New Zealand's resilience by integrating systems and bringing together intelligence, policy and risk management in four key areas —National Risk and Resilience, National Assessments, National Security Policy and Coordination, and Strategic Crisis Management — to provide a unified, forward-looking approach to safeguarding New Zealand's wellbeing.

By combining deep expertise, strategic insight, and strong system leadership, NSR ensures New Zealand is ready to anticipate, respond to, and recover from national security, risk and resilience challenges — protecting what matters most for our people and our future.

Role Purpose - Kaupapa Tūranga

The Director, National Security Policy and Coordination is a pivotal leadership role responsible for shaping how New Zealand anticipates, responds to, and influences a rapidly evolving global security environment. The role leads the development and integration of strategic, evidence-based policy advice on some of the most complex and sensitive national security issues facing the nation, ensuring decisions are informed, timely, and forward-looking.

The Director drives system-wide coordination across government, working closely with senior leaders, security partners, and international allies, particularly within the Five Eyes community, to ensure New Zealand's national security policy positions are coherent, globally informed, and aligned to national priorities. The role also represents New Zealand's interests on the world stage, strengthens trusted partnerships, and shapes policies that safeguard the nation's security, resilience, and strategic influence.

Key Accountabilities - Ngā Kawenga Matua

Key Accountability Areas:	Deliverables:
Strategic Leadership for National Security Policy	• Lead the development, integration, and oversight of cohesive, future-focused national security strategies within DPMC and across the wider national security system. • Ensure policies and strategies reflect a long-term, anticipatory approach to evolving threats such as cybersecurity, terrorism, foreign interference and geopolitical instability. • Drive coherence between national objectives and multilateral standards, ensuring policy initiatives meet government priorities, legal obligations, and ethical boundaries. • Facilitate cross-agency alignment on emerging and complex challenges, promoting joined-up system responses.
National and International Security Engagement	• Represent New Zealand at high-level international and domestic forums, negotiations, and initiatives, ensuring national security objectives, strategic interests, and values are effectively advanced and defended. • Proactively coordinate with Five Eyes partners, key allies, and multilateral organisations, fostering trusted, high-value relationships that strengthen transparency, trust, and collaboration. • Act as a senior representative for New Zealand's security interests, influencing global policy directions and securing positive outcomes for the nation. • Maintain strong relationships with domestic security, intelligence, policy, and law enforcement agencies to ensure coherence and alignment on shared priorities.
Strategic Leadership and System Coordination on National Security and Intelligence	• Support the Chief Executive in their role as National Security Advisor by providing high-quality analysis, insights, and policy advice on key national security and intelligence matters. • Ensure recommendations and advice are informed by rigorous analysis, comprehensive risk assessments, and up-to-date domestic and international intelligence insights. • Contribute to system readiness and resilience by driving cross-agency alignment on policy, operational priorities, and emerging risks. • Provide leadership during national or global crises, supporting DPMC's role in coordinating system-wide responses and ensuring decision-makers have timely, well-informed advice. • Champion a proactive, forward-looking approach to national security, ensuring strategies, capabilities, and partnerships remain fit-for-purpose in a rapidly evolving threat environment.
Policy Advice and System Coordination	• Provide timely, evidence-based, and actionable policy advice to the Prime Minister, Ministers, and senior officials on all DPMC-led national security matters. • Translate complex intelligence and national security issues into concise, practical recommendations that can gain traction at the highest levels of government. • Lead and coordinate cross-agency approaches to national security challenges, integrating policy, operational, and intelligence functions for maximum impact. • Support public sector resilience and capability, fostering an adaptive, proactive, and collaborative culture across the national security system.

Key Accountability Areas:	Deliverables:
High-Performing, Inclusive Team	• Provide inspiring leadership, mentoring, and development opportunities to a team of managers and advisors, enabling them to excel and grow professionally. • Ensure the delivery of high-quality outputs, supported by robust analytical skills, sector knowledge, and collaborative working practices. • Foster an inclusive, collaborative and empowered team culture that reflects DPMC's values and promotes innovation, cross-cultural understanding, and shared success. • Model strong leadership behaviours that encourage excellence, integrity, and resilience in challenging and high-pressure environments
People Leadership Expectations	• Take ownership of delivering team and organisational objectives, ensuring commitments are met to a high standard. • Oversee day-to-day operational management, including effective planning, prioritisation, and coordination of activities. • Lead recruitment, selection, and onboarding processes to build and maintain a capable, high-performing team. • Ensure effective financial and commercial management by overseeing budgets, interpreting financial data, and applying policies and processes to support the Department's financial goals and objectives. • Foster transparency, integrity, and accountability in decision-making and operations, while contributing to organisation-wide priorities and collective outcomes.
Health and Safety *(applies to all DPMC roles)*	• Take care of your own health, safety, and wellbeing, and help keep others safe too. • Follow our health and safety rules, policies, and reporting processes. • Report any accidents, incidents, hazards, or near misses as soon as possible.

Key Relationships - Ngā Hononga Matua

Internal	External
• DCE National Security and Resilience • Chief Executive / National Security Advisor • Executive Leadership Team • Directors and teams across National Security and Resilience	• Five Eyes and other international security partners • Chief Executives and senior leaders across the New Zealand security and intelligence sector • ODESC and associated governance bodies • Officials and Ministers in related policy domains

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

Area	Description
Security Clearance requirement	• This position requires the ability to obtain and maintain a national security clearance at Top Secret Special level.
Qualifications	• A relevant tertiary qualification in public policy, international relations, security studies, law, or a related field is desirable, but equivalent experience will be highly regarded.

Knowledge/ Experience	• Senior leadership experience in national security, international relations, or a closely related policy field. • Proven track record of advising Ministers, Chief Executives, or senior officials in politically sensitive environments. • Experience engaging with international security and intelligence partners, preferably within the Five Eyes community. • Significant experience leading strategic policy work and managing complex cross-agency programmes. • Background in the New Zealand intelligence, defence, or security sector (or equivalent). • Familiarity with Te Ao Māori, Tikanga Māori, and Te Tiriti o Waitangi and their application within organisational settings.
Personal Attributes	• **Policy and Strategic Insight** – In-depth understanding of international relations, security policy, and the New Zealand national security system. • **Political Acumen** – Highly developed judgement in sensitive, high-trust policy environments. • **Leadership** – Proven ability to lead teams, influence across agencies, and drive culture change. • **International Representation** – Skilled in representing national interests in high-level diplomatic and security contexts. • **Collaboration and Influence** – Builds strong relationships and partnerships across cultural, institutional, and national boundaries. • **Strategic Thinking** – Ability to anticipate and respond to emerging threats with innovative and practical policy solutions. • **Communication and Negotiation** – Exceptional ability to communicate complex issues clearly to varied audiences.

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

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.