

Job Description - Whakaahuatanga Mahi

Job Title: Senior Advisor, Policy

Business Group: National Security and Resilience

Reports to: One for four managers in National Security and Resilience: –

1. Manager, National Security Coordination and Emerging Issues
2. Manager, National Security Strategy and Policy
3. Manager, National Resilience Policy
4. Manager, National Risk

Financial delegations: Nil

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 Group (NSR) 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 Senior Advisor plays a critical role in shaping and delivering high-quality policy advice in the areas of national security and national risk and resilience. The role involves leading and contributing to significant policy workstreams, undertaking robust analysis, and engaging closely with stakeholders across government.

Senior Advisors provide thought leadership within defined policy areas, represent the Department in cross-agency forums, and support the delivery of strategies that strengthen Aotearoa New Zealand's national security and resilience. While they may lead components of projects and thematic areas, they typically

contribute collaboratively to collective outcomes rather than holding full project ownership. The role requires sound judgement, adaptability, and the ability to influence across a complex system.

Key Accountabilities - Ngā Kawenga Matua

Key Accountability Areas:	Deliverables:
Policy Leadership and Delivery	<ul style="list-style-type: none"> Lead or co-lead significant policy workstreams or thematic areas, ensuring high-quality outcomes. Undertake complex policy analysis to inform decision-making on national security, national risk and resilience issues. Develop evidence-based policy options and recommendations to support cross-agency decision-making. Support the development and passage of legislation and regulations. Prepare high-quality reports, discussion papers, Cabinet material, and Ministerial briefings.
Stakeholder Engagement and Representation	<ul style="list-style-type: none"> Build and maintain strong relationships with central government agencies, the security and intelligence sector, and other key stakeholders. Represent DPMC in inter-agency working groups and contribute to collective national security and resilience policy initiatives. Facilitate effective engagement with stakeholders to ensure advice reflects a wide range of perspectives and operational realities. Engage with international partners to share best practice and collaborate on policy and operational issues.
Strategy, Coordination, and Performance	<ul style="list-style-type: none"> Support the development, coordination, and monitoring of national security strategies, frameworks, and performance reports. Contribute to whole-of-government approaches to national risk management and resilience building, including national security. Assist with horizon scanning, risk analysis, and scenario planning to anticipate and respond to emerging threats.
Team Contribution and Development	<ul style="list-style-type: none"> Mentor and support junior policy advisors, contributing to the development of team capability. Share knowledge, insights, and good practice to strengthen the overall policy function. Promote a collaborative and inclusive team culture aligned with DPMC's values and objectives.
Strategic Crisis Response	<ul style="list-style-type: none"> Support governance and strategic crisis management groups, if required.
Continuous Improvement and Innovation	<ul style="list-style-type: none"> Contribute to the refinement of policy frameworks, tools, and processes. Identify opportunities to improve policy advice and delivery. Support innovation and new approaches to addressing complex security challenges.
Health and Safety	<ul style="list-style-type: none"> 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.



Key Accountability Areas:	Deliverables:
	<ul style="list-style-type: none"> Report any accidents, incidents, hazards, or near misses as soon as possible.

Key Relationships - Ngā Hononga Matua

Internal	External
<ul style="list-style-type: none"> Leaders and teams in National Security and Resilience Staff in the wider NSR group, including the National Assessments Bureau and the Strategic Crisis Management Directorate Governance team in Corporate 	<ul style="list-style-type: none"> New Zealand Intelligence Community (NZIC) agencies and broader National Resilience System agencies National security, intelligence sector and relevant national risk and resilience stakeholders Wider public service agencies involved in resilience, emergency management, and security policy Other central government departments International partners

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

Area	Description
Security Clearance Requirement	<ul style="list-style-type: none"> This position requires the ability to obtain and maintain a national security clearance at Top Secret Special level.
Qualifications	<ul style="list-style-type: none"> A tertiary degree in a relevant field such as public policy, international relations, security studies, law, political science, economics, risk management, or a related area.
Knowledge/ Experience	<ul style="list-style-type: none"> Significant experience in central government policy roles, ideally within the security, national risk and resilience fields Proven track record of providing timely, high-quality policy advice in a fast-paced and complex environment. Experience working on cross-agency initiatives and developing policy within multi-stakeholder environments. Exposure to issues relating to national security, national risk and resilience, critical infrastructure, or crisis response is not necessary but desirable.
Personal Attributes	<ul style="list-style-type: none"> Policy Expertise – Demonstrated capability in policy analysis, preferably in national security, resilience, emergency management, or related domains. Strategic and Critical Thinking – Ability to identify systemic issues, evaluate complex information, and develop practical solutions. Stakeholder Engagement – Strong relationship-building skills and the ability to influence across diverse stakeholders. Communication Skills – Excellent drafting and oral communication skills, including experience preparing high-quality reports, briefings, and Cabinet papers. Project Coordination – Ability to manage priorities, coordinate workstreams, and deliver results within timeframes. Sound Judgement – Understanding of governance, public accountability, and decision-making processes. Collaboration – A team player who contributes positively to a collective policy culture. Adaptability and Initiative – Comfortable working in a dynamic environment, managing ambiguity, and responding to emerging priorities.



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.

