Department of Conservation
Te Papa Atawhai

Role Description

Title	Senior Advisor Operational Security
Manager Title	Team Leader Health, Safety and Security
Directorate and Group	Health, Safety, and Security; Organisation Support
Band	F
Security Clearance Level	Secret
Date	October 2026
Approved By	Director, Health, Safety and Security

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianei, 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.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role purpose

The purpose of this role is to provide operational security advice and support to DOC leaders, managers, and workers. The role supports the management of security risks, threats, and incidents, undertakes security verification activities including site assessments, contributes to continuous improvement initiatives, and fosters effective engagement with internal and external stakeholders to enhance the security of DOC people, information, assets, and operations.

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by the Code of Conduct.

Accountabilities

Accountability	Including
Security advice, support and Engagement	• Provide specialist operational security advice and support to increase DOC's security capability, awareness and resilience. • Support the implementation, monitoring and continuous improvement of operational security policies, standards, procedures and guidance. • Assist teams to identify, assess and manage security risks associated with their activities, projects and operations. • Provide advice on security controls, personal safety measures and security planning for operational activities, events and high-risk work. • Support the development and implementation of security plans for high-risk operations, events and enforcement activities. • Monitor the security environment to identify emerging risks, trends, opportunities, innovations and areas for operational improvement. • Develop and deliver security training, awareness initiatives, inductions, communications, alerts, advisories and guidance materials to strengthen security capability across DOC. • Coach and advise leaders and workers on security risk management, personal safety and the application of security controls. • Build and maintain effective relationships with regional and operational leaders, working collaboratively across DOC to support security outcomes. • Represent the security function in working groups, projects, leadership forums and relevant cross-agency initiatives. • Contribute to organisational reporting and leadership updates through the provision of timely and relevant operational security insights, advice and information • Provide operational security updates, advice and insights to leadership teams, governance groups and relevant forums to support informed decision-making. • Provide support, guidance and oversight for DOC's intentions management system (Get Home Safe), promoting effective use and supporting worker safety during remote, lone and high-risk activities. • Support the development and implementation of site security plans and security improvement programmes. • Promote a positive security culture by increasing awareness of protective security responsibilities and obligations. • Lead post event reviews and ensure lessons learned are embedded.

Accountability	Including
Security Risk Management and Assurance	• Support the identification, assessment and management of operational security risks and threats across DOC. • Contribute to security risk assessments, security plans and risk mitigation activities to ensure risks are effectively managed and controls remain fit for purpose. • Monitor emerging security risks, trends and issues, providing advice and recommendations to reduce exposure and strengthen security controls. • Conduct critical security risk verification activities, including desktop reviews and field-based verification, in accordance with approved schedules and methodologies. • Lead critical security risk deep dives and provide qualitative analysis to identify trends, gaps, emerging risks and improvement opportunities. • Contribute to organisational reporting by providing insights and analysis on security risks, assurance outcomes and control effectiveness. • Support the maintenance and review of security risks within organisational risk management systems, ensuring risks, controls and treatment plans remain current. • Monitor duress alarm and lockdown testing programmes across DOC sites, supporting continual improvement of emergency response and security arrangements. • Monitor emerging security threats, vulnerabilities and environmental factors that may impact DOC and provide timely advice and recommendations. • Support the implementation and continuous improvement of personnel security arrangements, including security vetting, insider threat considerations and personnel security awareness. • Undertake security audits, assurance, verification and compliance activities to assess the effectiveness of security controls and identify improvement opportunities.
Incident Management and Investigation Support	• Provide timely operational security advice and guidance during security incidents, threats, security breaches and emergency situations. • Coordinate and support incident response activities, ensuring appropriate escalation, stakeholder engagement, documentation and follow-up actions are undertaken. • Provide advice on the management of incidents involving aggression, intimidation, threats, stalking, workplace violence and other security-related events. • Support incident response, investigation, review and corrective action processes to identify lessons learned and strengthen security controls. • Ensure security incidents are appropriately classified, recorded, investigated and reported in accordance with organisational requirements. • Monitor and analyse security incidents to identify trends, emerging risks, lessons learned and opportunities for improvement. • Lead or support investigations into significant, sensitive or complex security incidents, as required.

Accountability	Including
	• Provide investigation guidance, coaching and support to managers and other teams undertaking security-related investigations. • Develop and maintain investigation processes, guidance, tools and resources to promote consistent investigative practices across DOC. • Liaise with internal and external stakeholders, including regulators and enforcement agencies where appropriate, to support effective incident management and investigation outcomes. • Support incident response, investigations, post-incident reviews, and the implementation of corrective actions arising from security incidents and events. • associated with security incidents, concerning behaviour and elevated-risk situations.
Continuous Improvement and Departmental development	• Support the development, implementation and continuous improvement of operational security systems, policies, frameworks, standards and guidance. • Contribute subject matter expertise to organisational change, business improvement initiatives, projects and workstreams to ensure security considerations are effectively integrated. • Identify opportunities for innovation, efficiency and improved practice to strengthen security capability and operational effectiveness. • Support the review and evaluation of security systems, processes and controls to ensure they remain effective, fit for purpose and aligned with organisational requirements. • Contribute to the development, review and implementation of operational security procedures, tools, guidance materials and other supporting documentation. • Participate in cross-functional projects, working groups and improvement initiatives to strengthen organisational resilience and security outcomes. • Support the development and review of security communications, advisories, alerts and learning materials arising from incidents, emerging risks and organisational priorities.
External Engagement	• Build and maintain effective relationships with key external stakeholders, providers and partner organisations to support operational security outcomes across DOC. • Develop and maintain productive relationships with external agencies, including NZ Police, emergency services, government security practitioners, intelligence agencies and other partner organisations. • Represent DOC in external forums, working groups and cross-agency initiatives relevant to operational security. • Coordinate and contribute to cross-agency activities, information sharing and collaborative responses to support security risk management and incident response. • Maintain awareness of external security issues, risks, trends and best practice through engagement with professional networks, industry groups and government partners.

Accountability	Including
Work management and delivery	• Deliver work in accordance with agreed work plans, annual expectations, task assignments and operating priorities. • Identify critical issues, risks and emerging matters, ensuring they are proactively escalated and addressed. • Manage information and records to ensure they are accurate, secure, current and maintained in accordance with organisational requirements and access protocols. • Take all reasonably practicable steps to ensure your own health, safety and security, and that of others who may be affected by your work. • Contribute to annual and six-monthly planning processes, operational work programmes and the development and implementation of the PSR Roadmap. • Monitor and report on progress against assigned work programmes, deliverables and improvement initiatives. • Maintain professional knowledge and awareness of emerging security issues, trends, legislation and good practice relevant to the role.

Capabilities

Capabilities required	
Specialist skills, knowledge, and qualifications	• Significant experience in security industry or law enforcement in the government sector • Knowledge of or experience in the security or risk management sectors (personnel security, physical security or information security) • Experience in an advisory role, ideally working across a large, geographically dispersed organisation • Knowledge of PHYSEC as per government Protective Security Requirements • Highly developed business writing skills • Able to obtain a security clearance at Secret level Current full driving licence
Collaboration, relationship building, communication and interpersonal skills	• Ability to interact productively with a wide range of people • Recognises importance of seeking and considering other perspectives • Works effectively with peers to solve problems • Gains trust easily and support peers • Demonstrates and fosters collaboration across teams
Organisation contribution	• Provides considered feedback and input to decision making • Identifies and suggests opportunities to do things differently • Proactively seeks to understand organisational and wider context of role
Delivering results	• Plans and organises work to deliver on objectives • High personal and professional standards and accuracy
Treaty Partnership	• Understands where the Māori Crown relationship is important to DOC • Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha • Knows to seek advice or support when required

Key working relationships

Internal	External
• Peers and colleagues • Property • Operations • Health and Safety • Business Assurance • Business Partner Protective Security	• Ministry for Primary Industries • OSPRI • NZ Police • Security practitioners in other agencies • NZSIS • GCSB/NCSC (where relevant) • Security providers

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).