# Specialist – Security, Risk & Business Continuity Planning (BCP)

## Business Integrity and Performance, Governance and Engagement

The Governance and Engagement Group is responsible for the provision of advice; and influencing and supporting the performance of the Ministry and overall performance of the government transport sector. It is also responsible for supporting the Ministry to be collaborative and influential, through effective stakeholder engagement and communications.

This role is part of Governance and Engagement’s Business, Integrity and Performance team. This team is responsible for:

* planning and accountability, including supporting project management and business process improvement
* risk and assurance functions, including coordinating internal audit activities and planning
* business continuity planning
* procurement policies and approaches.

The role of the Specialist – Security, Risk & Business Continuity Planning (BCP) is to provide expert advice and to support the development and manage delivery of the Ministry's risk, security and business continuity strategy and plans. They ensure plans, approaches and initiatives are consistent with the Ministry's strategies, plans, and risk management legislation.

* Reporting to: Manager, Business Intergrity & Performance

Location: Wellington

Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

**Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that’s what transport should do for New Zealanders.

**New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it is people.

**Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

How we do things – our values

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| --- | --- |
| **INVESTED** | We are committed and responsible |
| **BOLD** | We are courageous, shaping our place in the world |
| COLLABORATIVE | We are connected and journey with others |

What you will do to contribute - key responsibilities

The Specialist - Security, Risk and BCP partners with the Ministry senior leaders to develop and implement risk, security and business continuity strategies and plans, to support the successful delivery of Ministry strategy.

This role is responsible for:

* Taking a leadership role to provide expert advice to shape the thinking of our senior leaders, to ensure risk management strategies are relevant to staff and contribute to improved organisation delivery
* Working alongside senior leaders and managers to ensure risks are identified and appropriate mitigations are put in place
* Actively participating in the development of the risk management strategies for the Ministry
* Supporting the DCE’s and DCE MoT Governance and Engagement in the Chief Security Officer (CSO) role which includes providing advice on security, Protective Security Reporting related requirements and compliance
* Working with Human Resources (HR) to ensure the Ministry’s security clearance system is appropriate and well functioning
* In conjunction with the Manager Governance and Commercial, working with the Senior Leadership Team (SLT) to develop, manage and continually monitor a fit-for-purpose business continuity plan
* Working with security agencies to ensure the Ministry’s security approach is consistent with best practice
* Ensuring strategies and plans are aligned to the Ministry’s Values, Vision and Purpose and consistent with a robust risk management framework
* Maintaining and enhancing risk management processes and / or systems for reporting and monitoring risk to ensure best practice
* Ensuring information and knowledge-sharing practice is aligned with Ministry strategies, plans and policies
* Overseeing the aduit programme including working with internal and external auditors to provide data requested and ensure all documentation is available

Your health, safety and wellbeing

At MoT we expect all employees to:

* Work safely and take responsibility for keeping self and colleagues free from harm
* Report incidents and hazards promptly
* Know what to do in the event of an emergency
* Ensure personal health and safety standards are adhered to when at work or offsite when working

Who you will work with to get the job done

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| --- | --- |
| **Internal** | Finance |
| Digital & Knowledge team |
| Deputy Chief Executives |
| All managers and staff |
| **External** | Protective Security Requirements |
| Crown Entities in the transport sector |
| Government agencies and other organisations |
| External providers/consultants |

What you will bring specifically

**Experience:**

Essential:

* Business partnering and business continuity/ risk / security advice
* Demonstrated ability to engage with and influence senior leaders across business continuity/ risk / security along with other related disciplines
* Demonstrated experience in the design, implementation and management of risk, security and business continuity strategies
* Experience in the public sector

**Knowledge and Skills:**

* Knowledge of New Zealand government context relating to risk management
* Experience working with government control and accountability agencies
* Proven written and verbal communication, with strong influencing and reporting skills
* This role requires the ability to obtain a high level national security clearance.  Note that the vetting process to obtain a clearance can be invasive and that if a clearance is granted, the staff member is required to maintain their clearance as a condition of their employment in this role.

**Other requirements:**

A tertiary qualification preferably the area of accountability or risk management or comparable experience.

Leadership capabilities

**Honest and courageous**

* Deliver the hard messages, and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.

**Curious**

* Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

**Self--aware and agile**

* Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

**Resilience**

* Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.