

He Whakamārama mō te Tūranga

Position Description



Te Kawa Mataaho
Public Service Commission



Te tūranga Position	Te Tumu Whakarae mō te Waonga Secretary of Defence and Chief Executive
Te pokapū Agency	Manatū Kaupapa Waonga Ministry of Defence

This position is a member of the Public Service Leadership Team

Te whāinga o te tūranga | Position purpose

The Ministry of Defence (the Ministry) is the Government's lead civilian advisor on defence and security matters.

The Ministry is responsible for providing advice to help Government make well-informed decisions about the Defence of New Zealand and its interests, purchasing major Defence equipment to meet the New Zealand Defence Force's (NZDF) capability needs, and assessing the Defence Force's functions, duties and projects.

New Zealand's defence system is led by two agencies: The Ministry and NZDF. The separation between the two agencies is part of New Zealand's constitutional arrangements. Under the Defence Act 1990, the Secretary of Defence and Chief Executive (Secretary of Defence) is the principal civilian advisor to the Government on defence matters and the Chief of Defence Force is the lead military advisor and senior military officer and is accountable for the general control of the NZDF, including commanding the NZDF.

The Secretary of Defence:

- Leads the provision of policy advice on defence matters, including advice on deployments and prepares defence assessments both in consultation the Chief of Defence Force.
- Is responsible for advice in respect of military capability options.
- Is responsible for arranging the assessment and audit of any of the NZDF's functions, duties and projects and of the Ministry's own capability function.

The Ministry is made up of fewer than 200 civilians, primarily based in Wellington and is responsible for a capital expenditure of approximately \$1.37 billion¹.

Ngā haepapa | Accountabilities

Ngā take mātāmua me mātua whai e angitu ai | Critical success priorities

The Secretary of Defence is expected to direct their effort and achieve success in the following areas:

- Lead strategy and policy advice on strategic defence capability, emerging issues, and the protection of New Zealand's defence interests.
- Actively foster collaborative relationships with the Chief of Defence Force, and other agencies in the national security and foreign affairs sector.
- Provide a strategic assessment of defence capability needs and performance, including through progressing the Defence Policy Review and developing options to inform a Defence Capability Plan that ensures fiscally responsible and sustainable investments are made, the NZDF has the right equipment to do their job, and assets are properly maintained and remain fit for purpose.

¹ Total annual appropriations administered by the Ministry of Defence main estimates for 2023.

- Support the Defence Force to adapt to a changing labour force by attracting and retaining personnel to meet challenges in new areas and ensure the personal are ready, competent, equipped, and trained for a range of contingencies.
- Provide support and advice to the Government through a defence lens on geo-strategic competition and risk. The geo-strategic context and the rapid pace of change has required Defence to become increasingly agile in their response. Examples include the war in Ukraine, competition in the Pacific, and the Israel-Gaza conflict.
- Work alongside NZDF to identify, prepare for, and act to protect and promote New Zealand's interests in an increasingly challenging strategic environment. This includes both proactive shaping activities such as supporting international security arrangements that reinforce desired norms of behaviour, and responses to events across the spectrum of cooperation to conflict, including combat.
- Lift Defence's presence in the Pacific, and with NZDF, support overall Pacific security and resilience through capability building, with civilian and military staff embedded in local agencies to provide technical assistance, leadership, and policy support, and greater cooperation in operations and exercises. Defence will also seek opportunities for deeper collaboration with Pacific Island countries, through a range of bilateral and multilateral mechanisms.
- Support domestic and international partners to build regional resilience against climate change and increase their capacity and capabilities to act in more hostile environments, and to increase the resilience of their infrastructure.
- Co-lead (with NZDF) the Operations Lifecycle Enhancement Programme team to implement the recommendations of the Operation Burnham Inquiry and Expert Review Group.
- Assist in the development of a highly effective and functioning national security system, including the development of career opportunities within the workforce.

Te pokapū | Agency

We are looking for a competent, experienced executive to:

- Lead strategy and policy advice on defence and security matters including strategic defence policy, defence assessments and defence deployments.
 - Drive fiscal sustainability and reprioritisation, including managing multi-billion-dollar investments in military capability projects.
 - Continue to build and support a highly capable, cohesive leadership team that is able to provide excellent organisational management, system leadership and stakeholder engagement.
 - Build and maintain an organisation that can support the timely provision of high-quality advice to Ministers in respect of military capability options and delivering those capabilities including international defence deployments, engagements, procurement and acquisition, upgrades, replacement, and repair.
 - Ensure efficiency, effectiveness and economy in the general administration and control of the Ministry.
 - In partnership with NZDF and the Ministry of Foreign Affairs and Trade, provide advice on international defence engagements and deployments to maximise New Zealand's security and broader interests.
 - Prepare Defence to commit to global security efforts, particularly where New Zealand's interests are clearly engaged.
 - Arrange for the assessment and audit of any of the NZDF's functions, duties and projects, and of the Ministry of Defence's own capability function, as agreed with the Minister of Defence.
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- Provide leadership and effective management of the Ministry to:
 - Contribute to the achievement of agreed outcomes and deliver on required outputs within allocated resources;
 - Maintain and develop the Ministry’s capability and systems that meet the highest practicable standards in both the short and long term; and
 - Comply with financial, legal, ethical, good employer and other statutory and administrative requirements in the operation of the Ministry.

Te pūnaha |
System

As a Public Service chief executive, the Secretary of Defence has the responsibilities, functions and duties as set out in the Public Service Act 2020, the Public Finance Act 1989 and other relevant statutes and legislation.

As a member of the Public Service Leadership Team, the Secretary of Defence is responsible for providing strategic leadership that contributes to an effective and cohesive public service; working together to model leadership behaviours; and assisting the other members to fulfil their responsibilities.

As a Public Service leader, the Secretary of Defence will:

- Preserve, protect and nurture the spirit of service to the community that public service employees bring to their work;
- Demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020;
- Uphold the public service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure that the agency you lead also does so;
- Support the Crown in its relationships with Māori under te Tiriti o Waitangi and the Treaty of Waitangi by developing and maintaining the capability of the agency and the wider public service to engage with Māori and to understand Māori perspectives;
- Promote diversity and inclusiveness and have regard to the principle that, in order to achieve fairness in employment and a more flexible effective public service, it is desirable for the group comprising all public service employees to, as far as practicable, reflect the makeup of society; and
- Uphold the general responsibilities to the appropriate Minister, as set out in the Public Service Act 2020, including ensuring the integrity and conduct of the agency’s employees.

Tūtohu Angitū | Leadership Roadmap

The Secretary of Defence must demonstrate competency and applied experience across a number of the dimensions set out in the table below:

<i>Priority 1</i> System Leadership	<i>Priority 2</i> Organisational Leadership	<i>Priority 3</i> Sector Experience	<i>Priority 4</i> Context Management
Working with and influencing others across the defence and national security system to promote and support interests.	Skilled at commissioning and/or delivering major multi-year projects and services at a national and international scale.	Established relationships across the defence, security and foreign affairs sectors and an understanding of how Defence fits in to the sector.	Establishing and maintaining effective working relationships with Ministers.
System leadership, including credibility, influence and the ability to ‘cut through’ constructively with a system and future focus.	Leading and managing the delivery of multiple functions within a public service organisation.	Evaluating and assess threats, and use judgement on when and how to act at all times within sector-specific legislation.	Evaluating and managing complex issues relating to key national security interests.

Developing high quality advice on complex issues such as strategic capability needs and investment.	Strong understanding of the levers that will increase the strategic impact of the Ministry's work.	Credibility to build and maintain strong connections through diplomacy.	Maintaining domestic and international partnerships to advance New Zealand's national security priorities.
High level of judgement and nuance in the exercising of the Ministry's role in achieving system-wide results	Leadership style that balances people and performance needs to develop talent and capability in the Ministry.	Increasing the levels of public and cross-party engagement on defence and security issues.	The ability to demonstrate and build cultural capability and an understanding of the treaty of Waitangi.

Ngā hononga matua | Key relationships

Te Kāwanatanga | Government

The Prime Minister, the Minister of Defence, the Minister of Veterans' Affairs, the Minister of Finance, the Minister of Foreign Affairs, the Minister for the Intelligence Agencies, and the Inspector-General of Defence.

Te ratonga tūmatanui | Public Service

The Ministry and NZDF have a shared accountability for the Defence Capability Management System. Capability in this setting is defined as “the personnel, equipment, platforms, and/or other materiel that affect the capacity of New Zealand to undertake military operations”.

The Ministry is part of the national security and foreign affairs sectors and works closely with agencies including the: NZDF, Department of the Prime Minister and Cabinet (including the National Assessment Bureau), National Emergency Management Agency, Ministry of Foreign Affairs and Trade, New Zealand Customs Service, Fisheries New Zealand, Treasury, New Zealand Police, New Zealand Security Intelligence Service, and the Government Communications Security Bureau.

The Secretary of Defence is required to bring a defence perspective to these relationships across the public service, including through the membership on numerous chief executive working groups and boards. These include the: National Security Board and the Officials' Domestic and External Security Committee.

The Secretary of Defence will need to maintain the relationship with the Ministerial Advisory Panel (the Panel). The Panel provides the Minister of Defence with advice on any matter related to the Defence Policy Review and its policy products. This will include the Defence Capability Plan.

Ngā iwi me ngā hapori whānui | Iwi and wider communities

The Ministry provides support to the Defence Industry Advisory Committee, the Defence Industry Association and works more broadly with defence industry groups.

Te ao whānui | International

The Ministry has an important role in building and maintaining effective relationships with international counterparts across a range of countries including Australia, United States, the United Kingdom, Canada - (Five Eyes), Pacific Nations, ASEAN countries and China.

E ai ki te ture | Statutory

Under Part III of the Defence Act 1990, the Secretary of Defence and the Chief of Defence Force are each responsible to the Minister of Defence for carrying out their respective functions and are expected to maintain a constructive and collaborative relationship in order to effectively lead the defence system.

Te taumata o te āheitanga | Security Clearance

The appointee must be a New Zealand citizen. Appointment will be subject to a New Zealand Government **Top Secret Special** security clearance.

Up to date information on the Ministry can be found on the website www.defence.govt.nz/