



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Ministry of Business, Innovation & Employment

Hīkina Whakatutuki

Cyber Security

Proposal for change

March 2024

New Zealand Government



Introduction

When DDI was formed and the Cyber Security Assurance team created in February 2022, most of the Cyber Security Assurance team were contractor or vendor resources. Since then, Cyber Security Assurance has expanded the scope of what the team do. We now not only support projects but provide support to systems holistically over their lifecycle and develop continuous assurance processes for key MBIE systems. Due to this, the Cyber Security Assurance team has grown, and the Manager currently has approximately 23 direct reports.

I am now proposing to formally split the Cyber Security Assurance team into three. This split will be aligned to the different business groups across MBIE and will align with other parts of DDI who support the wider MBIE environment. I am also proposing to change some position titles across the team to align with other groups across DDI or to better reflect what the position does.

This document sets out these proposed changes and asks for your feedback. Your feedback is important and will be carefully considered as your knowledge and will help to ensure the proposed teams will work as intended.

You can provide your feedback in writing to me by emailing [CyberFeedback <CyberFeedback@mbie.govt.nz>](mailto:CyberFeedback@mbie.govt.nz). Please take the time to consider the proposals and share your insights by 18 March 2024.

My objective throughout this process is to ensure:

- We test the proposed structure with you.
- You have the opportunity to provide me with feedback on the proposed changes
- I minimise disruption as much as possible.
- You are supported with information throughout the process.

If you have any questions, please discuss with me or your people leader.

Ngā mihi,

David Habershon
Chief Information Security Officer

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Proposed updated position descriptions	Attached

Providing feedback and indicative timeframes

This document sets a proposal to realign the Cyber Security Assurance team. The document outlines the proposed changes and the impact on the organisational structure.

This proposal aims to minimise concern and disruption for people, teams, and work in progress by keeping teams together and reducing the number of positions impacted, wherever possible.

It also states the steps involved in the change process once final decisions have been made by the Cyber Security Leadership Team.

This proposal has been shared with the Public Service Association (PSA).

Let us know...

The information included in this document reflects the organisational structure as recorded in MBIE systems on 15 January 2024. If you notice any inconsistencies, please advise me or your people leader.

Providing feedback

Your feedback is important and will be carefully considered. I welcome your feedback on this proposal for change, even if you may not be directly impacted by it. You can provide feedback individually or as a group. Your knowledge and feedback will help to ensure the proposed teams will work as intended.

You can provide your feedback in writing by emailing [CyberFeedback](mailto:CyberFeedback@mbie.govt.nz) <CyberFeedback@mbie.govt.nz>. Please take the time to consider the proposals and share your insights by **18 March 2024**.

Once the consultation period has closed all feedback will be carefully considered by me before final decisions are made. If the final decision is to proceed with the proposed changes, we will confirm the new structure and the impact on positions.

For further information on the change process and potential impact for yourself, please see the Appendices.

Minimising the impact on people

People will have a wide variety of feelings in relation to the proposed changes. Please remember to be respectful of each other's opinions and privacy.

If you have further questions regarding this change proposal or your personal situation, have a conversation with your people leader. Support is also available through:

- Your union delegate or representative (www.PSA.org.nz) / ([NUPE – National Union of Public Employees](#))
- The Wellbeing, Health and Safety Team (safetyandwellbeing@mbie.govt.nz)
- Our Employee Assistance Programme (EAP) provides external support for both work and personal issues (Home | EAP Services Limited , 0800 327 669 or via the app)
- 1737 – Access Free counselling services from through the national telehealth service.
- Te Puna Ora – My Dashboard - Te Puna Ora (vitalityhub.co.nz)(can be accessed remotely using your MBIE login details)

Indicative Timeline

Activity	Indicative Timeframes
Consultation starts	4 March 2024
Consultation ends	5pm 18 March 2024
Feedback reviewed and considered by LT	By 22 March 2024
Decisions announced	From 25 March 2024
Proposed 'go-live' of new structure and recruitment process for new positions	From 1 April 2024

Background

When DDI was formed and the Cyber Security Assurance team created in February 2022, most of the Cyber Security Assurance team were contractor or vendor resources.

Cyber Security Assurance has expanded the scope of what the team does. We now not only provide support on projects, but systems holistically over their lifecycle and developing continuous assurance processes for key MBIE systems.

Due to the growth of the team the Manager Cyber Security Assurance currently has approximately 24 direct reports and the team is informally split into three to align with other parts of DDI who support the wider MBIE environment. This works specifically for Cyber Security Assurance because the different Business Groups at MBIE have varied systems, risks and threats, Business Owners, and System Owners.

Proposal 1 – Establishing three new Cyber Security Portfolio Manager positions

To support maturing Cyber Security Assurance at MBIE, it is proposed to establish three permanent Cyber Security Portfolio Manager positions in the Cyber Security Assurance team.

Establishing the three new proposed Cyber Security Portfolio Manager permanent positions intends to:

- Formalise the roles and create stability for the team
- Create further career pathways across the Cyber Security team
- Bring in more permanent team members to the team
- Support managerial span of control
- Align with other parts of DDI who support the wider MBIE environment and works for Cyber Security because the different Business Groups at MBIE have varied systems, risk appetites, Business Owners, and System Owners.
- Allocating team members across specific portfolios supports with the ability to build relationships with the Business, understand their risk appetite, and deliver better services and advice that are more fit-for-purpose for their context and situation.

It is proposed the new Cyber Security Portfolio Manager positions will each have approximately five to eight direct reports each, with the goal to move away from our reliance on contractors and vendors, whilst being mindful about the number of systems and projects in the MBIE environment that require security assurance and support over time.

It is proposed the Cyber Security Portfolio Manager role will be responsible for:

- Providing security assurance and recommendations about key MBIE systems
- Overseeing Certification activities across a Portfolio of Business Groups at MBIE
- Effectively leading a team of cyber security professionals to get the best security outcomes
- Tracking security remediations for key MBIE systems
- Ensuring that business teams engage with the Cyber Security Assurance team to determine appropriate security measures when planning and implementing new business projects
- Building and maintaining relationships with Business and System Owners across MBIE
- Interpreting information security concepts and language into business concepts and language

The draft position description for this position is attached for feedback.

Proposal 2 - Reporting line changes to the new Cyber Security Portfolio Manager positions

In line with the proposal to establish the three Cyber Security Portfolio Manager positions, it is proposed to change the reporting lines for all the positions that currently report to the Manager Cyber Security Assurance to the Cyber Security Portfolio Managers.

It is proposed there will be three teams and these will be aligned to support the different business groups at MBIE. Each Business Group has varied systems, risk appetites, Business Owners, and System Owners. Allocating team members across specific Business Groups means that team members can build relationships with the business, understand their risk appetite, and deliver better services and advice that are more fit-for-purpose for their context and situation.

Proposal 3 - Minor change in scope and position title change for the Manager Cyber Security Assurance position

Establishing the three new Cyber Security Portfolio Manager positions will impact the scope of the Manager Cyber Security Assurance position. This role will acquire substantially more people management responsibilities. Along with this minor change in scope, it is also proposed to change the position title to Head of Cyber Security Assurance from Manager, Cyber Security Assurance.

I am proposing to update the position description to reflect the new accountabilities.

Proposal 4 – Position title change for Manager Cyber Security Advisory

In line with changing the title of Manager Cyber Security Assurance to Head of Cyber Security Assurance, I am proposing to change the title of Manger Cyber Security Advisory to Head if Manager Cyber Security Advisory and

Operations. This is to ensure consistency across the team and DDI. This is to ensure consistency across the team and DDI. The position has evolved overtime and I am proposing to update the position description to reflect the new accountabilities.

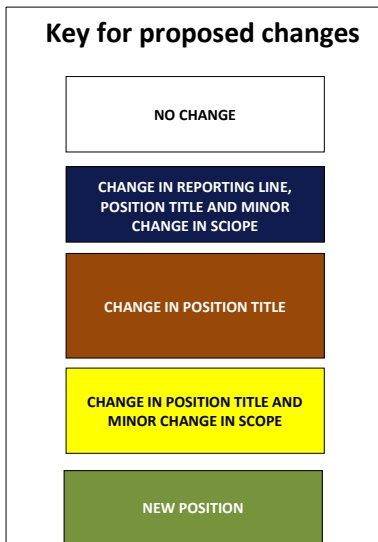
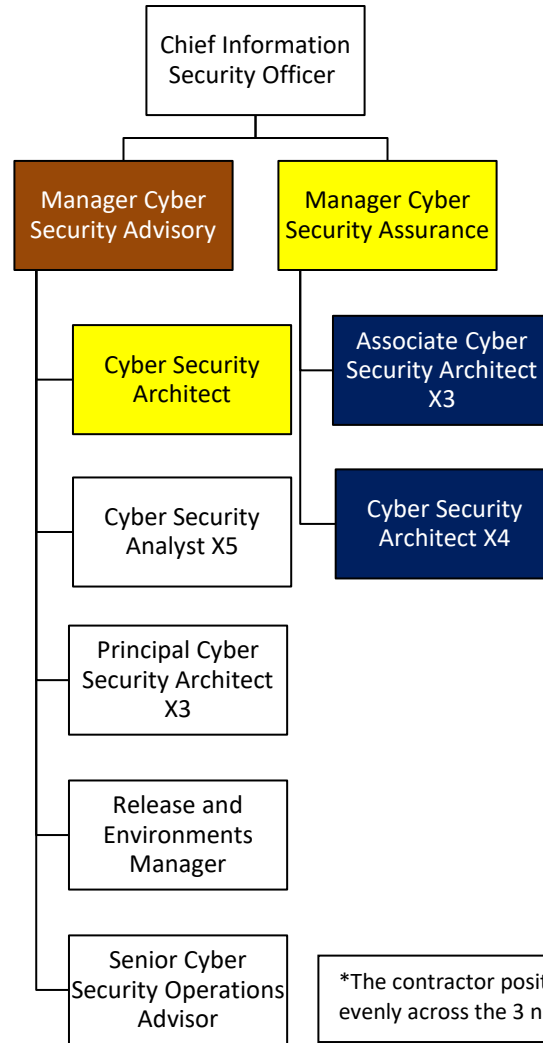
Proposal 5 – Cyber Security Architect position titles

Upon reviewing the position descriptions for the Associate Cyber Security Architect and Cyber Security Architect it was determined that the position titles do not align with the level of experience and accountability the roles hold. It is proposed to change the position title of the Associate Cyber Security Architect to Cyber Security Architect and change the Cyber Security Architect position title to Senior Cyber Security Architect. The proposed updated position descriptions will be sent to the current incumbents to review and provide feedback.

Proposal 6 – Establishing 14 new Senior Cyber Security Architect positions.

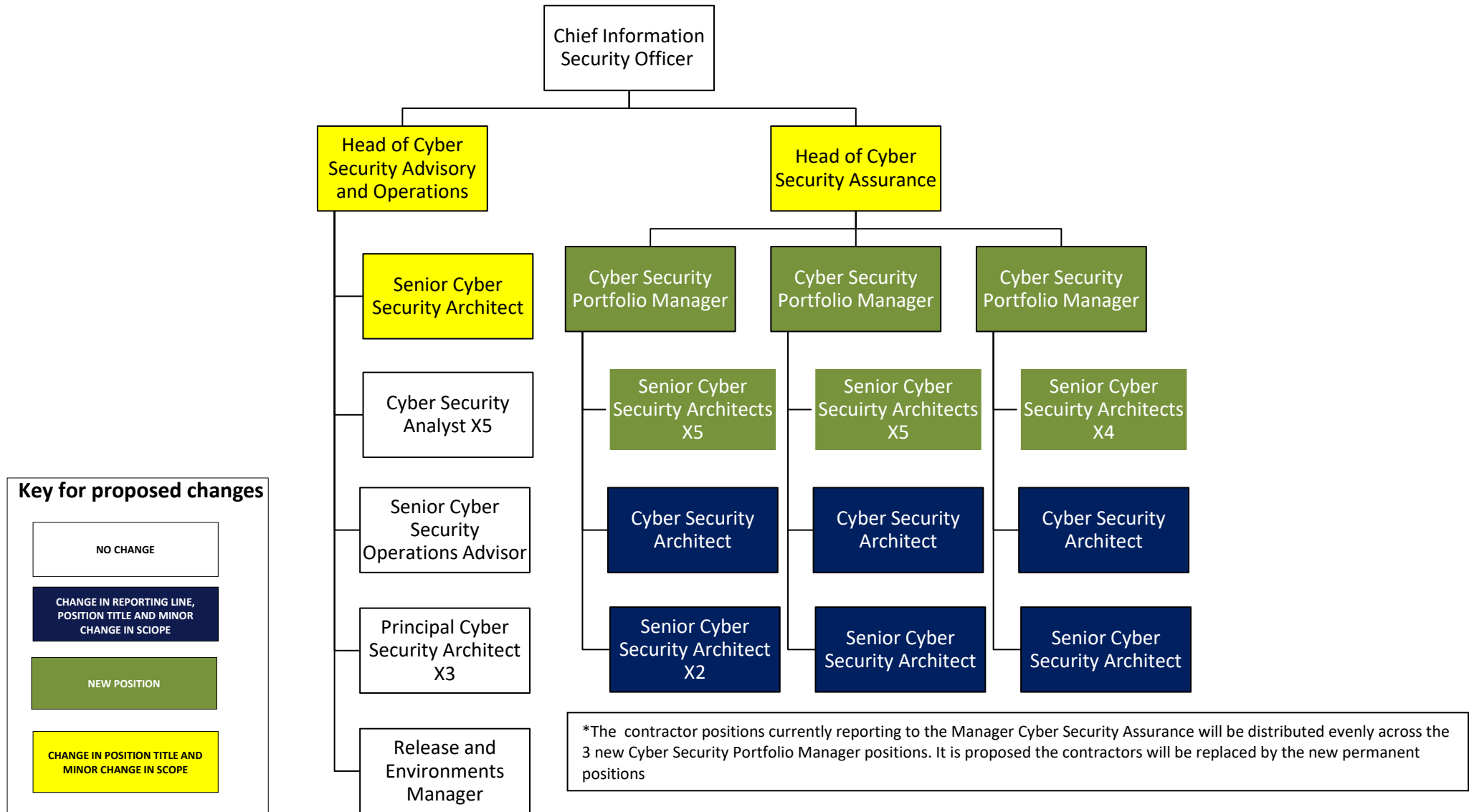
It is proposed that the Cyber Security Assurance team would establish 14 new Senior Cyber Security Architect positions reporting to the Cyber Security Portfolio Manager. The team is currently filled with contractors, and it has been determined we need these positions on a permanent basis.

Appendix A: Current in-scope organisational charts – Cyber Security team



*The contractor positions currently reporting to the Manager Cyber Security Assurance will be distributed evenly across the 3 new Cyber Security Portfolio Manager positions

Appendix B: Proposed in-scope organisational charts – Cyber Security team



Appendix C - Proposed changes to positions

Proposed new positions

Proposed new position Title	FTE	Team	Proposed Manager
Cyber Security Portfolio Manager	3	Cyber Security Assurance	Head of Cyber Security Assurance
Senior Cyber Security Architect	14	Cyber Security Assurance	Cyber Security Portfolio Manager

Proposed minor changes to existing positions

Title	FTE	Team	Proposed changes
Manager Cyber Security	1	Cyber Security Assurance	Reconfirmed Position title change to Head of Cyber Security Assurance and minor change in scope
Associate Cyber Security Architect	3	Cyber Security Assurance	Reconfirmed Minor change in scope Reporting line change from Manager Cyber Security Assurance to Cyber Security Portfolio Manager Position title change from Associate Cyber Security Architect to Cyber Security Architect
Cyber Security Architect	4	Cyber Security Assurance	Reconfirmed Minor change in scope Position title change to Senior Cyber Security Architect Reporting line change from Manager Cyber Security Assurance to Cyber Security Portfolio Manager
Cyber Security Architect	1	Cyber Security Advisory	Reconfirmed Minor change in scope Position title change to Senior Cyber Security Architect
Manager Cyber Security Advisory	1	Cyber Security Advisory	Reconfirmed Position title change to Head of Cyber Security Advisory and Operations and minor change in scope

Appendix D – Change management process

Consistent with MBIE’s employment agreements and recruitment policy, the following information summarises the standard change processes which would apply to any changes confirmed as a result of the consultation process.

This includes reconfirmation, reassignment, selection, and redeployment.

Reconfirmation

As part of the consultation process your substantive position may be proposed to be “reconfirmed”. In these circumstances your substantive position in the proposed new structure is substantially the same as your current substantive position and you are the only person able to be reconfirmed to the role.

Examples include - change in reporting line, title, a minor change in work content.

For reconfirmation to apply:

- The position description you are being reconfirmed into is the same (or substantially the same) as what you currently do, and
- Salary and other terms and conditions for the position are no less favourable, and
- Location of the position is in the same local area (note: this need not necessarily mean the same building and/or the same street).

If your substantive position is reconfirmed as part of the final structure, you will not need to take any action as you will automatically be reconfirmed into the position.

Where there are more affected employees who could be considered for reconfirmation than the number of positions available in the new structure (i.e., where we are reducing the number of existing positions), then you may be proposed to be subject to “contestable reconfirmation” via an Expression of Interest (EOI) process. In this situation we will use a contestable selection process to determine who is the best fit for the role.

New positions

All new positions that are not filled via reconfirmation will be advertised internally first to employees across MBIE affected by change.

First consideration will always be given to affected employees over other applicants subject to them meeting the suitability requirements of the position.