



## Te Pūtea Matua | Reserve Bank of New Zealand

Position title	Document Control Lead
Group	Operations
Reports to	Programme Director Project Waitoa
Reference Level	17

Te Pūtea Matua, the Reserve Bank of New Zealand (RBNZ), is New Zealand's central bank. Toitū Te Ohanga, Toitū Te Ōranga - We enable economic wellbeing and prosperity for all New Zealanders.

Our vision is Great Team, Best Central Bank, expressed as Matangirua Ki Matangireia – working as one towards our ultimate purpose. We operate with Taura / Integrity, Wānanga / Innovation and Taura/ Inclusion.

### Kaupapa rōpū | Group purpose

The Operations Group provides strategic support to RBNZ by ensuring effective governance, security, and operational excellence across key functions. This includes fostering a resilient culture, enabling secure technology and data management, optimising financial and procurement practices, and safeguarding assets and people. The Group drives RBNZ's ability to meet its mandate by ensuring organisational efficiency, adaptability, and compliance in a dynamic environment.

### Kaupapa mahi | Role purpose

Project WAITOA ("the Project") is RBNZ's undertaking to review its vaulting and cash distribution services and to consider options to support current and future business operations.

The Document Control Lead is responsible for establishing, maintaining, and continuously improving the project's document management and information-compartmentalisation environment. The role ensures all internal and external parties can safely and correctly create, access, share, and store project information in alignment with the project's Ways of Working and protective security requirements.

The position also plays a key partnership role with Security, Data, and Information teams to support due diligence, supplier onboarding, and compliance with project-specific security and document control standards.

## Ngā kawenga matua | Key responsibilities

- Leading the management and development of the Project Ways of working framework through the Detailed Business Case stage.
- Leading the ongoing assessment of the Management of the Information Access Matrix suitability through developing, drafting, refining, and communicating document management procedures and information-compartmentalisation requirements aligned with the Project Ways of Working, enabling project participants to create, store, and share information safely and efficiently within their authorised access permissions.
- Leading the development and ongoing management of accessible advice and guidance to internal and external project personnel on document management, access boundaries, and compartmentalisation requirements.
- Leading the inhouse project document management ensuring documents are held in the right depositaries, ensuring all documents are filed, all approvals and approval changes are recorded, traceable, and compliant with security and audit requirements.
- Responsibility for the day to day liaison with Facility Security Officers (FSOs) appointed by external suppliers, providing proactive engagement with Supplier FSOs and in delivering classification training to supplier staff handling project information.
- Lead the due diligence assessments to confirm that supplier information-management processes and document-circulation practices comply with project Ways of Working and have appropriate systems, tools, and safeguards in place to carry out their contracted work securely. This includes leading collaborative onsite inspections to verify that document control, physical and system-based compartmentalisation, storage, reporting, and event-logging practices align with approved access permissions.
- Identifying risks, gaps, or inefficiencies in document management processes and recommend improvements. Apply lessons learned from inspections and audits to strengthen document control practices across project workstreams.
- Supporting supplier onboarding by guiding them through document control expectations and access-related requirements and by providing advice to on information classification (noting that classification responsibility remains with the document originator).
- Working closely with the Security and Data, and Information teams, to deliver high-quality, aligned document management practices.
- Operating with a one team mentality by collaborating with others to enable 'best for RBNZ' outcomes.
- Demonstrating our values and behaviours consistently to support our desired culture.
- Contributing as required to the delivery of Group and cross-functional strategies, activities, initiatives and programmes / projects.
- Supporting the integration of Te Tiriti, Te Ao Māori and diversity, equity and inclusion within our organisation.

- Taking proactive responsibility for your own health, safety, and wellbeing, and fostering a safe and healthy work environment by identifying, reporting, and managing risks and hazards.
- Developing and maintaining external relationships as required.
- Operating in line with RBNZ's policies and procedures.

### **Wheako whai take | Relevant experience**

- At least 7 years experience with NZ Government's Protective Security Requirements security classification system, handling and protecting official and protectively marked information.
- At least 7 years experience in the area of building project documentation and software applications.
- High levels of competency in the areas of information security management and document compartmentalisation.
- Significant experience in the ability to work across multiple stakeholder groups and delivering to the different information audiences simultaneously.
- Strong written communication skills, in particular business writing and preparing documentation for senior audiences.
- Competent in the use of BIM360 (or equivalent), M365 including SharePoint and Teams.
- Sound judgement and the ability to think holistically across a broad range of issues.
- Demonstrates knowledge and application of Te Tiriti o Waitangi.
- Must be eligible to obtain and maintain the appropriate level of NZ National Security Clearance as needed.

### **Ā mātou whanonga | RBNZ behaviours**

As important as what we deliver is how we deliver. We hold people front and centre to our mahi, our way of working is guided by our values which shape our behaviours. Our Individual Performance Framework details these expectations.