

SECONDED POLICE OFFICER PROGRAMME 2026 EXPRESSION OF INTEREST

- Position Title:** **Seconded Police Officer (SPO) – Senior Strategic Advisor Transition (Superintendent equivalent and above)**
- Location:** Primarily based in the office of the Pacific Islands Chiefs of Police (**PICP**) Secretariat in Wellington, New Zealand, with potential for some international travel. **Please note this is an unaccompanied position.**
- Duration:** Temporary transfer for a period of up to 12 months
- Reports to:** PICP Secretariat Executive Director
- Purpose:** This SPO role is designed to provide strategic advice to the PICP and its Secretariat to achieve PICP’s Vision of *“Police Chiefs united for a secure Blue Pacific”*, and Mission of *“Empowering Chiefs to connect, collaborate, and lead Pacific Policing excellence now and in the future”*.

This role will provide senior strategic leadership and continuity within the PICP Secretariat during a critical period of organisational transition in 2026, including the embedding of the PICP Secretariat Operating Model and delivery of priorities under the PICP Strategy 2025 –2029 (Looking In, Looking Out, Looking Ahead).

As a seconded officer, the SPO Strategic Advisor will provide high-level strategic advice, coordination, and assurance across Secretariat functions.

As such, it is desirable that the SPO Strategic Advisor is a highly experienced senior police member with previous strategic leadership experience and a strong understanding of PICP Secretariat operations, Pacific policing dynamics, and the nuances of working in a multi-jurisdiction, multi-partner environment. Prior experience as a PICP Secretariat or relevant regional organisation secondee would be a significant advantage.

The role requires resilience, resourcefulness, innovation, and the ability to operate with independence while supporting implementation of the new operating model and enabling the Secretariat to deliver on PICP priorities.

Contact Officer: Nic Brown, Executive Director, PICP Secretariat
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Applications Close: Friday, 20 February 2026 to PICP.Secretariat@police.govt.nz

Applications must be endorsed by each applicant’s Commissioner/Chief/Director

The PICP Secretariat

The PICP Secretariat is hosted by New Zealand Police at Police National Headquarters in Wellington, New Zealand. It operates on behalf of all 22 members of the PICP by:

- Supporting Chiefs to represent and promote the PICP's interests at regional and international forums.
- Delivering the annual PICP conference where members discuss regional policing challenges and collectively make decisions in relation to the strategic direction of the PICP.
- Supporting capacity development activities for future leaders of Pacific police services through the delivery of secondment and exchange programmes.
- Supporting the Executive Leadership Team and other Chiefs to deliver on a PICP vision of "*Police Chiefs United for a secure Blue Pacific*"; and
- Supporting the delivery of PICP activities.

Duties and Responsibilities

- The SPO Strategic Advisor, under the direction of the Secretariat Executive Director, will lead the implementation of the new operating model and ensure continuity of Secretariat delivery. They will also:

Strategic and Organisational Contributions

- Support the Executive Director to implement the new PICP Secretariat Operating Model across Secretariat functions.
- Provide senior strategic advice to strengthen alignment between Secretariat operations, Chiefs' priorities, and the PICP Strategy 2025–2029.
- Apply institutional knowledge from previous Secretariat and/or regional secondment(s) (if applicable) to support organisational continuity and maturity.
- Contribute to governance uplift, risk awareness, and cross-programme integration through advice and coordination.

Programme and Workstream Support

- Support delivery and continuous improvement of PICP-mandated programmes, ensuring alignment with the Operating Model and agreed processes.
- Provide senior peer guidance, coaching and mentoring to Secretariat staff and Regional Manager roles.
- Contribute across Secretariat workstreams including governance support, partner coordination, strategic engagements, and conference planning.

Development and Reporting

- Deliver against an individualised work plan aligned to Secretariat priorities.
- Produce high quality written outputs including briefings, options papers, programme updates, and travel reports.
- Support internal monitoring of progress against Secretariat priorities and agreed workplans.
- Provide regular updates to the Executive Director and, where appropriate, to the PICP Chair, and member Chiefs and Commissioners, including the successful applicant's Commissioner.

Engagement and Representation

- Build and maintain strong, respectful relationships with Chiefs, senior police leaders, donors, and regional partners.
- Represent the PICP Secretariat professionally and in accordance with the PICP Code of Conduct and parameters set by the Executive Director.
- Support senior-level engagements while ensuring all formal positions and commitments are

authorised by the Executive Director.

Applicant Suitability

Applications are invited from current serving PICP member officers at Superintendent rank or equivalent. Given the introduction of the new operating model, applicants must demonstrate:

Essential Experience

- A strong understanding of Secretariat functions
- Proven resilience, resourcefulness, innovation and ability to operate independently in a small, high-demand environment
- Demonstrated understanding of Pacific policing, PICP programmes, and the Chiefs' collective priorities
- Prior experience supporting or contributing to organisational change, governance uplift, or programme design
- High-level English language proficiency, demonstrated through the clear articulation of complex information in writing and presentations to senior and executive audiences.
- Advanced competency in the Microsoft Office Suite, specifically, Word, PowerPoint and Outlook, to support the production of executive quality documentation and presentations.

Highly Desirable Experience

- Previous secondment to the PICP Secretariat (or equivalent regional organisation) to support effectiveness and continuity during implementation of the new operating model
- Demonstrated ability to apply institutional knowledge to support organisational maturity and continuity

Strategic Awareness

- Clear appreciation of how the SPO role complements the new PICP Secretariat operating model
- Understanding of how Secretariat functions enable delivery of the PICP Strategy 2025–2029
- Ability to apply lessons from prior secondments to support institutional strengthening

Commitment Requirements

- Commitment to an unaccompanied secondment of up to a 12-months
- Ability to manage personal, family, and organisational impacts of the secondment
- Compliance with leave, deployment and reporting arrangements as agreed between all participants
- Obtain and maintain medical and dental clearance suitable for a secondment to New Zealand, including completion of all required medical checks under host-agency arrangements

Selection Process

The following process will be adopted for all SPO selections:

- Expressions of Interest extended to all PICP member countries (excluding NZ and Australia), open to police and civilian members at the rank of Superintendent equivalent or above. Note Commissioner-level officers are not eligible.
- Applications (as per PICP Secretariat SPO Application Form) are to be submitted by the closing date of **16 February 2026** to the applicant's Chief of Police / Commissioner / Director (or equivalent head of the home police organisation) for endorsement. Applicants should notify Contact Officer, Nic Brown, once their application has been submitted for endorsement.
- The Chief of Police / Commissioner / Director (or equivalent) will shortlist all local applications and submit their endorsed preferred candidate(s), with their endorsed applications to the PICP Secretariat with supporting comments, by **20 February 2026**.
- The PICP Secretariat will shortlist all submissions and provide notice and feedback to the

unsuccessful applicants and their Chiefs.

- The PICP Secretariat will interview shortlisted applicants in March 2026.
- Referee checks will be completed if required and provisional appointments made by the PICP Secretariat.
- Provisional appointments must complete all medical checks in full and to the satisfaction of the PICP Secretariat.
- Confirmed SPO appointments will be notified, and the pre-secondment planning phase commences.
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- Unsuccessful shortlisted applicants and their Chiefs will be notified, and limited feedback provided.
- ** The planning phase must be fully completed at least 1 month prior to the SPO commencing their secondment. This includes the completion of visa applications, medical clearances, development of individualised work plans and signing of Exchange of Letters by all parties.

Required Application Documents

As part of your application, you will be required to submit the following documents:

- PICP Secretariat SPO Application Form
- Resume (CV)

Advice for Applicants

The applicant response should address what experience you must undertake the key roles and responsibilities relevant to the role and provide evidence as to why you are the best fit for the position.

Commitment to Diversity and Inclusion

Diversity and inclusion are a priority for the PICP Secretariat. To be effective police forces, we must be reflective of the community we serve, working across languages, cultures and transnational borders.

Writing a resume

Purpose of a resume

Your resume needs to demonstrate to the PICP-S that you meet the job and the PICP-S requirements, have the right qualifications and education and have the right experience and skills.

How long should my resume be?

Your resume will vary in length depending on your experience and education. Make sure that you include your employment history in chronological order including the duties and responsibilities for each role. Your resume should also include key skills and strengths, technical or software skills, educational qualifications, awards and training courses. Keeping your resume factual, brief and easy to read makes it easier for the panel to focus on key facets of your work history and experience. How can you develop your resume?

Before you begin to write your resume, you will need to be able to complete the following sections:

- Header (e.g. name and contact details)
- Objective or Resume Summary
- Experience & Achievements
- Qualifications
- Skills & Abilities

These sections are provided as a guide to assist you in writing a resume and you may choose to have a different format.

Helpful hints for writing your resume?

- Consistent formatting
- Easy to read
- Factual
- Concise
- Use real examples – don't only 'tell' of your skills and experience through general statements
- CHECK your resume for relevance, typos and flow.
- CHECK how your resume and pitch work together?

Your resume creates a vital first impression and should work in tandem with your two-page pitch. Ensure your resume is crafted to best reflect the roles and requirements for the vacancy and that it conveys a sense of meaning and commitment for the work of the role that you are applying for.