

## STAFF-IN-CONFIDENCE



GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI

## POSITION DESCRIPTION

### Software Developer – Level 3

<b>Unit/Branch, Directorate:</b>	Engineering Development, Integration & Assurance, Technology Directorate
<b>Location:</b>	Wellington
<b>Reporting to:</b>	Team Leader, Engineering DIA
<b>Direct reports:</b>	None
<b>Salary range:</b>	I \$90,366 - \$135,548

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**Purpose of position:** The Software Developer is responsible for the development and integration of specific GCSB and NZSIS applications/systems. The Software Developer also contributes to the lifecycle support of GCSB and NZSIS applications/systems.

This position also assists with developing and mentoring junior staff within the unit; and is recognised as a subject matter expert.

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**Our mission** at the GCSB is to protect and enhance New Zealand's security and wellbeing.

**Our values** are Respect, Commitment, Integrity and Courage

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**Technology Directorate purpose:** Technology Directorate delivers technology for GCSB, NZSIS and the wider intelligence and security sector. The directorate's purpose is to ensure that mission requirements are met today and in the future, targeting relevant strategic objectives. The directorate's work encompasses engineering, data/information management, end-user support, software development, service delivery management, project management, provision of cryptographic infrastructure, and more. The directorate operates in service and capability terms – e.g. attending to policy, process and implementation pre-requisites as much as pure technology or particular systems. The Directorate leads information management for GCSB, including in compliance terms.

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Key accountabilities	Deliverables/Outcomes
<p><b>Software Development &amp; Integration</b></p> <ul style="list-style-type: none"> <li>• Elaboration of complex customer requirements into design specifications (in conjunction with the Business Analyst as required)</li> <li>• Identifying suitable partner and commercial applications and integrating these as specified</li> <li>• Developing new applications, and components for existing applications, where no feasible alternative can be integrated to meet customer requirements</li> <li>• Working with and within partner development teams as required to support integration</li> <li>• Designing complex software systems, data repositories, processing systems, business applications, and services</li> <li>• Peer reviewing software changes from other team members</li> <li>• With the Business Analyst, as appropriate, designing system tests and user acceptance plans</li> <li>• Proactive research and assessment of the potential benefits of new developments in commercial technology relevant to the GCSB and NZSIS business outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Customer requirements are accurately and sufficiently translated into design specifications and implementation proposals</li> <li>• The full range of solutions is investigated from which the best option is recommended</li> <li>• Software development solutions meet customer requirements in terms of functionality and delivery timing and are accepted by users and sponsors</li> <li>• No known critical defects are released to production systems</li> <li>• Test plans reflect customer requirements and pass with minimal reiteration of development effort</li> <li>• Research results are accurate and complete</li> </ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Writing and maintaining customer and operational support documentation</li> <li>• Ensuring system documentation is prepared and maintained to a suitable standard for certification and accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge within nominated lead areas is documented and effectively transferred to the GCSB and NZSIS through system documentation, operating procedures and comprehensive technical reports</li> <li>• Systems are documented to the required standard for certification</li> <li>• Documentation is maintained at the necessary detail and accuracy to contribute to lifecycle support</li> </ul>
<p><b>Customer Service and Lifecycle Support</b></p> <ul style="list-style-type: none"> <li>• Analysing code for problem resolution and performance optimisation</li> </ul>	<ul style="list-style-type: none"> <li>• Problems are minimised through proactive maintenance and continuous improvement</li> </ul>

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<ul style="list-style-type: none"> <li>• Being responsive to customer requirements and operational tempo</li> <li>• Providing technical advice and guidance to other capability development units on the integration of capabilities and end-to-end system performance</li> </ul>	<ul style="list-style-type: none"> <li>• Customers are satisfied that, wherever possible, Developers are responsive to satisfactorily addressing maintenance and responding to operational tempo</li> <li>• Customers and counterparts value the business benefits derived from the delivered capabilities</li> </ul>
<p><b>Professional Leadership</b></p> <ul style="list-style-type: none"> <li>• Central role in developing and mentoring junior developer staff</li> <li>• Identifying areas for development, including training, that would benefit the individual and/or GCSB and NZSIS</li> <li>• Undertaking unique research in areas of technological significance to the GCSB and NZSIS</li> <li>• Participating in staff recruitment as a subject matter expert</li> <li>• Working with the Team Leader to effectively lead, develop and manage employees and positively influence their progress towards achieving successful results</li> <li>• Demonstrating the GCSB values and acting as a role model</li> <li>• Supporting team members in achieving objectives, identifying development opportunities, and identifying areas for improvement in a positive constructive manner</li> <li>• Ensuring that the induction of new staff to the team is a positive experience</li> </ul>	<ul style="list-style-type: none"> <li>• Staff understand their career objectives and the pathway to realising these</li> <li>• Staff are progressing through the career framework with barriers to advancement addressed</li> <li>• Recognised as a community asset in their area of expertise</li> <li>• Recognised as a credible representative for the GCSB/NZSIS at technical conferences</li> <li>• A valued participant in staff recruitment</li> <li>• Staff have clear objectives and received regular constructive feedback</li> <li>• Staff understand their contribution to the GCSB, NZSIS and Unit/Directorate business plans</li> <li>• The Team Leader receives valued input to the Performance Development Review process</li> <li>• Employee training development plans are up to date and relevant to their progression through the competency and progression frameworks</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>

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<ul style="list-style-type: none"> <li>• <b>Follow</b> GCSB's safety rules and procedures</li> </ul>	
<b>Information and Data Management</b> <ul style="list-style-type: none"> <li>• Understand and comply with requirements to keep full and accurate records</li> <li>• Understand and comply with requirements to appropriately access and handle intelligence reporting and data</li> <li>• Follow GCSB's and NZSIS' rules and procedures for information management and handling</li> </ul>	<ul style="list-style-type: none"> <li>• The Agencies' requirements for evidence of their activities and decisions are met</li> <li>• Access to, use of and sharing of information and data is managed appropriately in line with legal and business requirements</li> </ul>
<b>Other duties</b>	Any other duties that fall within the scope of the position

### Position delegation

Financial delegation:

None

### Key stakeholders

Internal:

- Technology Directorate staff
- Developers
- GCSB/NZSIS Analysts
- System Engineers
- Internal customers
- Other NZSIS and GCSB staff and managers as necessary

External:

- Industry Counterparts
- Counterparts within the wider New Zealand Intelligence Community and central government agencies, including NZ Police, NZ Defence Force as required
- Other partner intelligence agencies as required
- Software Developer contractors and tool providers

### Person Specification

Experience:

- Minimum of 7 years' experience working with:

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	<ul style="list-style-type: none"> <li>○ Java or Microsoft</li> <li>○ .Net</li> <li>○ JavaScript/Query</li> <li>○ HTML</li> <li>○ XML</li> <li>○ SQL</li> <li>○ Web Applications</li> <li>○ Source control systems</li> <li>○ Continuous Integration</li> <li>○ Linux</li> <li>○ Windows</li> <li>○ Software testing</li> </ul>
<p>Knowledge and Skills:</p>	<ul style="list-style-type: none"> <li>● Experience and knowledge working with other programming languages i.e. PYTHON, OWASP</li> <li>● Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities</li> <li>● Excellent interpersonal skills with the ability to liaise confidently and professionally with a diverse range of people</li> <li>● Professional customer orientation with a strong commitment to providing a high standard of customer service</li> <li>● A high level of accuracy and attention to detail</li> <li>● Agile, adaptable and flexible</li> <li>● Good written and oral communication skills, with the ability to listen and correctly interpret instructions</li> <li>● Proven ability to work independently using sound judgement and initiative; and collectively within a team environment</li> </ul>
<p>Qualifications and Courses:</p>	<ul style="list-style-type: none"> <li>● A relevant tertiary qualification e.g. in Computer Science, Information Systems, Information Management <b>OR</b> an equivalent level of learning through experience</li> <li>● Formal qualifications in any of the following would also be viewed favourably:             <ul style="list-style-type: none"> <li>○ Software Development (Agile Methods, Lifecycle processes)</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ Secure coding / OWASP</li><li>○ Oracle Certified Java developer</li><li>○ DBA Certification</li><li>○ SCRUM Certification</li><li>○ Testing/QA Certification</li></ul>
Specific Job Requirements:	<ul style="list-style-type: none"><li>● Ability to obtain and maintain a TSS security clearance</li></ul>

### NZIC Competencies

In addition to the Person Specification above, competency standards which outline the development requirements of the position are set out under the NZ Intelligence Community (NZIC) Career Pathways framework. The Career Pathways framework enables progression within the job.

Full descriptions of progression competencies and an overview of the NZIC Career Pathways framework is available on appointment.

The position is aligned to the Information Engineering competency framework.

### Changes to Position Description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: July 2018

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date:

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