



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

nzic.govt.nz



Position Description

GCSB Operations Engineer

Business unit:	Access Operations Unit
Position purpose:	Technical management of collection systems. This is a multi-level role and progression between levels is based on set criteria under a competency framework
Direct reports:	None
Financial delegation:	None
Directorate overview:	<p>The Intelligence Directorate is responsible, within the provisions of the ISA, to access, exploit, analyse, report and share intelligence of value in accordance with New Zealand Government intelligence requirements</p>
Business unit overview:	<p>The Access Operations Unit is responsible for:</p> <ul style="list-style-type: none">■ Ensuring the effectiveness of collection systems in support of the Intelligence Directorate mission■ Undertaking relevant technical research and analysis

GCSB mission and values

Our mission

Protecting and Enhancing New Zealand's Security and Wellbeing.

Our values

Respect, Commitment, Integrity, Courage.

Functional relationships

External contacts:	Internal contacts:
<ul style="list-style-type: none">■ NZIC Counterparts■ Partner Agencies	<ul style="list-style-type: none">■ AO Unit Staff■ AO Unit customers and stakeholder

Objectives

The position of Operations Engineer encompasses the following major functions or objectives:

- Analysing and maintaining collection systems
- Undertaking relevant analysis and research
- Assisting and advising other GCSB units and Partner agencies as required

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
Analysing and maintaining collection systems <ul style="list-style-type: none">■ Day-to-day operational management of collection systems■ Problem-solving technical issues and implementing operational enhancements	<ul style="list-style-type: none">■ Collection systems are meeting the business requirements of GCSB Intelligence Directorate■ Issues are resolved consistent with policy and over-arching security requirements
Undertaking relevant analysis and research <ul style="list-style-type: none">■ Research a variety of technologies, tools and techniques	<ul style="list-style-type: none">■ Research into technologies, tools and techniques is of a high standard■ Results of research and analysis enhances collection systems

**Assisting and advising other GCSB units
and Partner agencies as required**

- Using subject matter or technology expertise to support other GCSB units
 - Able to use expertise to provide unique contributions to other units and Partners
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Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning.

Qualifications

Essential:

- A tertiary qualification or demonstrated equivalent experience in Computer Science, Engineering, Telecommunications, Information Science, or related field

Desirable:

- A post-graduate degree in Computer Science, Engineering, Telecommunications, Information Science or related field
 - Relevant industry-related qualifications
 - Qualifications in project Management
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Knowledge/experience

Essential:

- This is a multi-level position – Level 1-3. Typically 3-5 years including external experience is required to achieve at fully effective level 2 within this role
- Typically 5-10 years including external experience is required to achieve at fully effective level 3 within this role
- A good understanding of common networking protocols
- A good understanding of computer security concepts from either a Microsoft Windows or Linux/UNIX perspective

Desirable:

- Experience contributing to technical projects
 - IT security experience in either the commercial or government sectors
 - Knowledge of contemporary mobile device operating systems and applications
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Personal attributes

- Adaptability, flexibility and resourcefulness
 - Self-motivated, and able to work with minimal supervision
 - High levels of judgement, trustworthiness and discretion
 - A collegial approach to work, and an ability to build effective relationships across organisational boundaries
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- Capable of accurately identifying, analysing and solving difficult technical problems
- A desire to learn and impart new knowledge
- Strong attention to detail

Core competencies

Core competencies are based on and consistent with our values. They describe qualities that are common requirements for all GCSB staff at differing levels in the organisation, irrespective of their specialist skills or the particular requirements of their job. They are complemented by specialist competencies, which (where applicable) are set out in individual performance agreements.

All employees are measured against the following core competencies as part of performance development and review:

- Security
- Teamwork and leadership
- Results focus
- Communication and knowledge sharing
- Professionalism
- Innovation
- Customer focus

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. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

Health and safety

GCSB is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety in Employment Act by taking all practicable steps to ensure:

- a. The employee's safety while at work; and
 - b. That no action or inaction of the employee while at work causes harm to any other person
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Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to GCSB record keeping policy, standards, and procedures.

Employee: _____

Date: _____

Manager: _____

Date: _____
