



New Zealand Intelligence Community
Te Rōpū Pārongo Tārehu o Aotearoa
 nzic.govt.nz



Position Description

New Zealand COMSEC Production and Distribution Specialist

Business unit:	Cryptographic Services Information Assurance and Cyber Security Directorate
Position purpose:	Responsible for New Zealand's controlled information assurance material. From within the National Production Centre (NPC), provide New Zealand's own controlled material which is subsequently distributed through the National Distribution Authority (NDA). The New Zealand NDA oversees the receipt of controlled material from overseas, transfers to departments and ensures continued accountability. The NPC/NDA is also responsible for the production and distribution of electronic key.
Direct reports:	Nil
Financial delegation:	Nil
Directorate overview:	The IAC Directorate contributes to the national security of New Zealand by providing technical advice and assistance to Government and organisations with significant national information infrastructures to enable them to protect their information from advanced technology-borne threats. To achieve this, the directorate provides high assurance services; information assurance policy and advice; and high-end cyber security services to detect and respond to such threats.
Business Unit Overview	The Cryptographic Services business unit is responsible for the provision of high quality Information Assurance (IA) product and systems support services to all Government departments and agencies, which includes (but is not limited

to):

- The development and maintenance of national IA policy, standards, guidelines and advice for the protection of government classified and sensitive information;
- The transfer, control and accounting of national communications security material to New Zealand government departments, agencies and selected commercial organisations;
- The provision of a national COMSEC audit service for the protection of national and international cryptographic material held by government departments, agencies and selected commercial organisations;
- Provision of secretariat services to the Government Communications Security Committee (GCSC) and Information Assurance Policy Board (IAPB);
- Provision of Chairmanship to the national COMSEC Working Group (CWG) as a sub-committee to the GCSC

Remuneration indicator: Band E

Date evaluated: March 2016

GCSB vision and values

Our vision

Protecting and Enhancing New Zealand's Security and Wellbeing.

Our values

Respect, Commitment, Integrity, Courage.

Information Assurance & Cyber security Directorate vision, mission and goal

Our vision

"Protect New Zealand's vital information infrastructures"

Our mission

To be a team of confident professionals, admired for our innovation and regarded both domestically and internationally as leaders in the Information Assurance and Cyber sectors.

To have a comprehensive understanding of the advanced, technology-borne attempts to target our vital information infrastructures and steal our secrets and intellectual property. To be confident about our ability to monitor these threats and either reduce harm directly through timely provision of assurance and technical services or help others to mitigate risks through authoritative policy and expert advice built on our unique capabilities.

Our goal

Impenetrable infrastructure: By 2020, New Zealand's most important information infrastructures are impenetrable to technology-borne compromise.

Role specification

Functional Relationships

External	Internal
<ul style="list-style-type: none"> ■ Selected international organisations with established COMSEC accounts ■ National/international equipment vendors / contractors ■ New Zealand Government departments at all levels ■ National/international commercial courier firms 	<ul style="list-style-type: none"> ■ Information Assurance and Cyber Directorate Unit Managers and staff ■ Signals Intelligence Directorate Unit Managers and staff ■ Intelligence Community Shared Services Managers and staff ■ Other GCSB staff as required

Key result areas

The position of New Zealand COMSEC Production and Distribution Specialist encompasses the following major functions or Key Result Areas:

- National Production Centre/National Distribution Authority
- Provision of safe hand courier services
- Guidance on COMSEC matters
- Key management
- Local Government COMSEC support
- IACD Vision, Strategy and Operational Plan

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<p><u>National Production Centre/National Distribution Authority</u></p> <ul style="list-style-type: none"> ■ Management of the day to day operations within the NPC and NDA ■ Generation and production of cryptographic keying material ■ Accounting, possession, storage, transfer and destruction of cryptographic material ■ Operation of production systems ■ Maintenance of the national strategic reserve of cryptographic keying material ■ Production of COMSEC publications ■ Regular testing / maintenance of the Business Continuity Plan (BCP) facility 	<ul style="list-style-type: none"> ■ Keying material is produced as per customers' requirements ■ All cryptographic material is correctly accounted for in accordance with COMSEC policy ■ All cryptographic material is correctly stored, receipted and distributed ■ The BCP facility is able to produce keying material
<p><u>Provision of safe hand courier services</u></p> <ul style="list-style-type: none"> ■ Provide safe hand courier services to local government departments 	<ul style="list-style-type: none"> ■ Material is correctly documented and prepared for transportation ■ Material is correctly transported and delivered to the required agency ■ All security regulations are complied with
<p><u>Guidance on COMSEC matters</u></p> <ul style="list-style-type: none"> ■ Provide guidance to New Zealand government departments on COMSEC matters ■ Supporting the COMSEC National Lead in developing and providing specialised training courses to New Zealand government departments 	<ul style="list-style-type: none"> ■ Correct procedures / guidance is provided to departments ■ New Zealand government departments are successfully trained in accordance with New Zealand COMSEC policy requirements
<p><u>Key management</u></p> <ul style="list-style-type: none"> ■ Request provision / delivery of keying material to support New Zealand government departments and Defence procurement projects overseas ■ Liaison with Key Management Authorities / Controlling authorities ■ Maintenance of the Keying material database 	<ul style="list-style-type: none"> ■ Release, provisioning and delivery of keying material required to support New Zealand government departments and Defence procurement projects overseas is successfully facilitated ■ Key management details are provided ■ Information recorded in the Keying material database is accurate
<p><u>Local Government COMSEC support</u></p> <ul style="list-style-type: none"> ■ Provide COMSEC support on behalf of local government departments 	<ul style="list-style-type: none"> ■ Keying material is available to support the departments requirements ■ All cryptographic material is correctly accounted for in accordance with COMSEC policy ■ All cryptographic material is correctly

	<ul style="list-style-type: none"> ■ stored, receipted and distributed ■ COMSEC guidance is provided to the department
<p><u>Tangible contribute to the execution of the GCSB plan</u></p>	<ul style="list-style-type: none"> ■ Support IACD strategic planning days ■ Support DD/ADs to refresh the strategic plan ■ Manage resources to allow IACD to fulfil its strategic plan out to 2020 ■ Incorporate customer (staff) into design, delivery and feedback of the graduate programme, career progression and recruitment/departure

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Person specification

Qualifications

Essential:	Desirable
<ul style="list-style-type: none"> ■ Tertiary/Undergraduate Diploma/Technical Certificate/National Diploma level 5 or equivalent level of learning through experience ■ Class 1 motor vehicle license 	

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none"> ■ An understanding of the New Zealand national security system structure and processes ■ Good working knowledge of computer systems and the Microsoft suite of applications ■ The ability to deal competently with officials at all levels 	<ul style="list-style-type: none"> ■ At least seven years relevant COMSEC experience and exposure to COMSEC equipment, policy, procedures and training ■ A sound understanding of Key Management principles

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- Demonstrated versatility, initiative, maturity, ability to prioritise, and dependability in an operational environment
 - The ability to think outside the square and a good understanding of how to research any given situation and implement a well-founded solution
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Specialist competencies

The following would typically be expected for the 100% fully effective level:

- Extensive operational experience in the various key production and management systems
- An expert understanding of Keying Material specifications and the associated applications
- Subject Matter Expert on the various Common Fill Devices and End Cryptographic Units
- The ability to exercise sound judgment within the Communications Security environment

Core competencies

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

- Security
- Teamwork and Leadership
- Results Focus
- Communication and Knowledge Sharing
- Professionalism
- Innovation
- Customer Focus

Personal attributes

- Energetic and enthusiastic
- Mature approach to work and a willingness to accept responsibility for own actions
- Highly organised with the ability to keep scrupulously accurate records
- Ability to adjust easily to changing workloads and act upon short notice tasks requiring immediate attention
- Highly developed oral and written communication skills, including the ability to communicate and build relationships at all levels; and to maintain a courteous, diplomatic and personable approach to customers and community partners



- The ability to participate as an effective member of a small team, and contribute to the development of a high performance organisation
- An ability to meet the physical requirements of the job and possess a current Class 1 Driver's license
- Demonstrate high levels of integrity and an ability to obtain and maintain a TSS security clearance

Change to position description

Positions in GCSB may change over time as the organization develops. Therefore, we are committed to maintaining a flexible organization structure, which 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 the preparation for performance planning for the annual performance cycle.

Health & Safety

GCSB is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in current Health and Safety legislation 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.

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: _____