



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

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Position Description

GCSB Engineer Level 1

Business unit:	Capability Directorate; Infrastructure and Capability Group
Responsible to:	Engineering Manager, Infrastructure and Capability
Position purpose:	To assist with the delivery of cryptologic business technology solutions including; information technology hardware, computer processing and storage, software integration and systems management, and network engineering services.
Direct reports:	None
Financial delegation:	None
Directorate overview:	The Capability Directorate is one of three primary business directorates in the GCSB and is responsible for the majority of the technology infrastructure across the enterprise. It is also increasingly taking responsibility for delivering technology services to the wider New Zealand Intelligence Community (NZIC).
Business unit overview:	The Infrastructure and Capability Group comprises of two business units, one in Wellington and the other at Waihopai. This group has responsibilities across all GCSB Capability Directorate IT infrastructure and parts of NZIC infrastructure.
Remuneration indicator:	G
Date evaluated:	March 2017

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:
Vendors and industry partners	Engineering Managers Infrastructure and Capability.
NZIC Staff	Engineers
Partner Agencies	Technicians
Telecommunications Service Providers	Service Centre Technicians
	Solutions Development and Integration unit
	GCSB Staff

Objectives

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

- Engineering
- Documentation
- Project output
- Technical design
- Subject Matter Expertise

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<p>Engineering</p> <ul style="list-style-type: none"> ■ Participating in system design and implementation for GCSB business infrastructure through the application of technology and tradecraft. ■ Proactive research and assessment of the potential benefits and/or impact of new developments in Cyber and commercial technology relevant to the GCSB business outcomes. 	<ul style="list-style-type: none"> ■ Equipment and systems are installed and maintained to the highest standard. ■ Capability, process, designs and engineering tradecraft are aligned with business requirements and continually improved.

- Being GCSB subject matter expert for assigned systems and technology.
- New 'first of' technical capability refinements are forecast and implemented in an approved and risk-managed manner.
- Contributing to system engineering tradecraft and institutional knowledge.
- A stable build of capability within nominated lead area is maintained and available for deployment as required.

Documentation

- Ensuring system documentation is prepared and maintained to a suitable standard for certification and accreditation.
- Knowledge within nominated lead areas is documented and effectively transferred to the organisation through system documentation, operating procedures and comprehensive technical reports.
- Systems are documented to the required standard for certification.
- Documentation is maintained at the necessary detail and accuracy to contribute to lifecycle support.

Project Output

- Contribute expertise to wider GCSB and NZIC projects as required.
- Project output matches the request and delivered to the desired standard.

Technical Design

- Elaboration of system design and architecture specifications.
- Complex technology is implemented across the GCSB maximising the desired business benefit with minimal adverse unintended consequences, and in accordance with approved architectural principles.
- Providing technical advice and guidance to other capability development units on the integration of capabilities and end-to-end system performance.
- Customers and counterparts value the business benefits derived from the delivered capabilities.
- Providing credible engagement with manufacturers, suppliers and service providers as required.
- The technical credibility of the GCSB is enhanced through engagement with the NZIC and other partner agencies.
- Providing technical advice to counterparts in the NZIC

Subject Matter Expertise

- Becoming recognised as a subject matter expert and being able to speak authoritatively to any audience on a
- Acts as an adviser on matters relating to field of expertise internally and

range of subjects within area of responsibility.

- Contributing to business planning at section, unit and/or directorate level.
- Is acknowledged as an expert resource in area(s) of expertise.
- Is called on for, and makes active contribution to business planning up to directorate level on area of expertise.

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:

- Tertiary degree in computer science or engineering; or equivalent work experience.

Desirable:

- A post-graduate qualification in engineering.

Knowledge/experience

Essential:

- Minimum two years Network Engineering experience required for entry into this role.

Desirable:

- Building and supporting VTC technologies.
- Experience with IP Telephony
- Experience with Virtualisation technologies.

Personal attributes

- Strong interpersonal and communications skills and the ability to relate effectively to both technical and non-technical people.
- Excellent problem solving skills with a strong operational focus and a drive to achieve outcomes.
- The ability to work under pressure..
- An eye for detail and a commitment to accuracy and quality in all activities.
- A strong team work ethic with the ability to also work independently.

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.



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: _____