



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



# Position Description

## NZSIS Communications Analyst (Foreign & English Language)

<b>Position purpose:</b>	The Communication Analyst exists to identify and report all relevant intelligence from a mass of intercepted material (written and aural) in support of warranted investigations and operations.
<b>Directorate overview:</b>	The Intelligence Directorate (ID) of NZSIS provides secret intelligence and intelligence assessments to help meet the security and intelligence collection requirements of New Zealand as articulated in the New Zealand Intelligence Community (NZIC) Joint Statement of Intent (JS01). ID is focused on protecting New Zealand from harm and providing decision makers with unique and otherwise inaccessible information that is timely, useful and relevant. To achieve this ID includes investigative, collection and analytical functions in support of domestic security and foreign intelligence requirements.
<b>Staff management:</b>	Nil
<b>Financial authorities:</b>	Nil
<b>Remuneration indicator:</b>	Bands F,G, H
<b>Date evaluated:</b>	September 2015

## NZSIS mission and values

### Our mission

*Keeping New Zealand and New Zealanders safe and secure*

### Our values

*Collaborative, Courageous, Positive, Driven, Self-aware*

## Functional relationships

External contacts:	Internal contacts:
Relevant Government and stakeholder agencies, including partner agencies (as necessary)	Intelligence Directorate and other NZSIS staff and managers as necessary Intelligence Community Shared Services, as required

## Role Expectations and Scope

In terms of scope, the Communication Analyst needs to liaise closely with others to ensure their input is coordinated alongside that of others to achieve a common objective. The role operates with a degree of managerial independence but activities and priorities are determined by pre-set priority tables.

Some independent thinking may be required to deal with specific customer requirements as they present, but most issues are resolvable through referencing and applying precedents, or can be teased out from an assessment of a narrow range of options.

## Objectives

The position of Communication Analyst encompasses the following major functions or objectives:

- Aural translation and interpretation work
- Analysing and interpreting intercepted data
- Internal and external relationships

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<b>Aural translation work</b>	<ul style="list-style-type: none"> <li>• Relevant intelligence is identified from a mass of information and is reported to the customer in a timely manner</li> <li>• Relevant intercepted material is translated and/or transcribed and reported accurately and in a timely manner</li> <li>• Live monitoring support to operations is provided</li> <li>• Appropriate recording/reporting files are maintained</li> </ul>
<b>Analysing intercepted data</b>	<ul style="list-style-type: none"> <li>• Relevant intercepted internet data is analysed and reported accurately and in a timely manner</li> <li>• Internet technology and analytical skills are kept current</li> </ul>

### Internal and external relationships

- with developments in the area
- Others within the Section are trained on new internet assessment systems
- Customers are kept informed on capability
- Technical solutions to enable intercepted data to be processed are provided, in conjunction with IT
- Effective relationships with external stakeholders are developed and maintained to support NZSIS's intelligence collection capability
- Managers and colleagues are kept informed of relevant issues that have an impact on the team
- Strong and constructive relationships with all levels of NZSIS, the wider NZIC, are developed, maintained and enhanced
- Relevant relationships are developed and appropriately maintained to enable timely distribution of reports
- Input into various NZSIS projects and initiatives outside of the normal duties is provided

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development process. It is also expected that you will undertake other duties that can 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 the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Tertiary qualification in language studies, linguistics, international relations or similar.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal industry certification (e.g. NAATI level 2 and/or level 3) or studying towards this qualification.</li> </ul>

### Knowledge/experience

**Essential:**

- Minimum 1 year's relevant experience using language skills
- Good command of English, both aural and written
- Good command of a foreign language, both aural and written
- Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance

**Desirable:**

- Experience working in a country with a foreign language
- Good understanding of computer and internet technologies

**Personal attributes**

- Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities.
- Professional customer orientation with a strong commitment to providing a high standard of customer service.
- Developed cultural / ethnic and/or political knowledge in relation to a foreign language.
- Excellent interpersonal skills with the ability to liaise confidently and professionally with a diverse range of people.
- The ability and willingness to work flexible hours, possibly outside normal business hours, and/or possibly travel at short notice.
- Personal resilience and an ability to work in a fast-paced team environment.
- Excellent computer literacy skills, including skilled in the use of the Microsoft Office suite of applications.
- Strong mission focus with a professional, can-do approach.
- A high level of accuracy and attention to detail.
- Proven analytical skills.
- Proven ability to work independently using sound judgement and initiative.
- Proven ability to work collectively as a member of a high performing and successful team.

**Changes to position description**

Positions in the NZSIS may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation 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 and safety

NZSIS 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 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 NZSIS record keeping policy, standards, and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_