



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI

POSITION DESCRIPTION

Cryptologic Technician Tangimoana Level 2

Unit/Branch, Directorate:	Operations and Deployed Access, Intelligence
Location:	Tangimoana
Reporting to:	Supervising Cryptologic Technician - Tangimoana
Direct reports:	Nil
Salary range:	G \$68,316 - \$102,474

Purpose of position:

To assist with delivery of mission technology solutions, through support and maintenance of the ICT Infrastructure, collection systems, buildings, plant, and grounds

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

Our values are Respect, Commitment, Integrity and Courage

Intelligence Directorate purpose: The core activities of the Intelligence Directorate are the planning and conduct of GCSB intelligence collection, processing, production, and distribution in accordance with agreed Government policy and requirements, and the overall coordination of New Zealand operational intelligence assets to meet national requirements.

The Directorate is also responsible for providing support to military operations, support to other agencies under section 13 of the Intelligence and Security Act and the operation of a 24x7 intelligence watch and warn service for the NZ Government.

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New Zealand Intelligence Community
Te Rōpū Pārongo Tārehu o Aotearoa
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Key accountabilities	Deliverables/Outcomes
<p>ICT Systems Administration</p> <ul style="list-style-type: none"> • Providing first/second line support to GCSB Tangimoana's ICT Infrastructure • Ensuring that all procedures and documentation are completed and compliant with GCSB certification and accreditation standards • Ensuring that backups of servers and data are undertaken on an agreed and regular basis • Ensuring security requirements are met 	<ul style="list-style-type: none"> • Helpdesk calls are completed in a timely fashion or agreed time-period • ICT Infrastructure meets user requirements and expectations, and complies with GCSB's Security requirements • Contribute to relevant procedures and documentation in support of collection, processing and ICT systems at GCSB Tangimoana are completed and kept updated • Backups are successfully carried out as per schedule • GCSB Tangimoana meets all of the physical and communication security requirements
<p>Installation, Systems Development and Maintenance</p> <ul style="list-style-type: none"> • The Installation and maintenance of RF equipment including antennas and distribution systems • Participating in System design and implementation for GCSB mission infrastructure, through the application of technology and tradecraft • The Installation and repair of radio receivers and, associated hardware and software • Ensuring collection capabilities and other functions remain operational in accordance with GCSB security and policy requirements • Assisting and advising with the planning, developing and monitoring of GCSB Tangimoana's ICT Infrastructure • Maintaining GCSB Tangimoana ICT systems and equipment to a high standard 	<ul style="list-style-type: none"> • RF systems are well maintained and fit for purpose. New technical capability requirements are implemented in a risk-managed fashion • Contributions are made to the annual maintenance plans. IT hardware, Operating Systems and application software are operational and fit for purpose. Capability, processes, designs and engineering tradecraft are continuously improved • LAN/WAN services and equipment remain operational • Phone systems and internet terminal remains operational • Servers – hardware, Operating System and application software (i.e. MS Exchange, VMWare, MS SQL database) remain operational • Enhancements to existing systems and installation of new systems are implemented efficiently, and with the least disruption to services and users
<p>Mentoring and Subject Matter Leadership</p> <ul style="list-style-type: none"> • The training and mentoring of team staff, and building and developing the skills of colleagues as appropriate • Contributing to projects in area of subject matter expertise • Contributing to business planning at section level 	<ul style="list-style-type: none"> • Mentoring for team staff positively contributes to their development • Acknowledgment is gained as a professional resource in assigned area(s) of expertise. • Performs as a valued member of project teams, and ensures that objectives are completed within agreed timeframes. • Valued contributions are made to business planning for the team unit

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<p>Customer Service</p> <ul style="list-style-type: none"> • Providing IT advice and assistance to other GCSB units as required • Providing first line support to non-IT equipment • Local management of the GCSB archives facility 	<ul style="list-style-type: none"> • All requested assistance is carried out to the satisfaction of the customer in a timely and professional manner. SOP's are written as required • Archives facility is available for visits.
<p>Facilities, Plant and Buildings</p> <ul style="list-style-type: none"> • Ensuring all GCSB Tangimoana facilities, plant and building assets are well maintained and operational 	<ul style="list-style-type: none"> • Facilities, plant and buildings are maintained to a high operational standard • Routine survey and maintenance of plant and building systems occurs • A maintenance forecast is provided to the Engineering Manager. • Environs are kept in good condition and remedial work is carried out as required • Business continuity activities are supported
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times • Follow GCSB's safety rules and procedures 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements in the NZIC Health and Safety policy and procedures are met
<p>Other duties</p>	<p>Any other duties that fall within the scope of the position</p>

Position delegation

Financial delegation:

None

Key stakeholders

Internal:

- Engineering Manager
- Team Members
- GCSB ICT Staff
- Facilities Staff

External:

- Commercial Service Providers

Person Specification

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<p>Experience:</p>	<ul style="list-style-type: none"> • Firewall configuration experience • Previous Customer Support Roles • The management of multi-user client/server networked systems • Red Hat/Centos Linux deployment to Servers and Workstations • Installation and maintenance of RF collection systems • Installation and administration of computer hardware • Server Rack Installation • Maintenance of facilities, plant and buildings
<p>Knowledge and Skills:</p>	<ul style="list-style-type: none"> • Project Management and planning skills • Excellent working knowledge of Linux/Unix Operating systems • General working knowledge of MS Windows Operating Systems • General knowledge of RF technologies and aerial distribution • Excellent problem solving skills and the ability to think laterally
<p>Qualifications and Courses:</p>	<ul style="list-style-type: none"> • A relevant general tertiary degree or equivalent level of learning through experience • Electrical Service Technician Registration. • Networking qualifications, such as CCNA • Linux Administration, such as Red Hat System Administration III • Prince2 Foundation
<p>Specific Job Requirements:</p>	<ul style="list-style-type: none"> • Ability to obtain and maintain a TSS security clearance • NZ Electrical Service Technician Practising Licence

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: 31/08/2018

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