



Position Description

NZSIS Digital Intelligence Analyst (DIGINT Analyst)

Position purpose:	The Digital Intelligence (DIGINT) Analyst exists to: <ul style="list-style-type: none">• Assist with the development and operational management of DIGINT capabilities within NZSIS• Assist with DIGINT analysis, hardware and software exploitation to support investigative and intelligence reporting.
Directorate:	Intelligence Directorate (ID)
Staff management:	Nil
Financial authorities:	Nil
Remuneration indicator:	Bands F-G

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:
<ul style="list-style-type: none">• Counterparts within the wider New Zealand Intelligence Community and central government agencies, as required• Other partner intelligence agencies	<ul style="list-style-type: none">• NZSIS staff and managers as necessary• Intelligence Community Shared Services as required

Role Expectations and Scope

In terms of scope, the DIGINT Analyst liaises with other operational areas (principally ID) to determine their information needs needed to support investigation and reporting requirements. Some independent thinking may be required to deal with specific user needs or 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 DIGINT Analyst encompasses the following major functions or objectives:

- DIGINT analytical environment support
- DIGINT data exploitation support
- Internal and external relationships

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
DIGINT analytical environment support	<ul style="list-style-type: none">• DIGINT Analysis becomes a fundamental component of NZSIS' investigative / operational cycle• Innovative solutions are developed and implemented to meet technical requirements• Commercial and partner tools, applications, and systems are consistently applied to meet NZSIS requirements
DIGINT data exploitation support	<ul style="list-style-type: none">• DIGINT technical roadmap provides an achievable strategy to having a capability that fully meets NZSIS requirements• Standard operating procedures (SOPs) reflecting international best practice are complied with during analysis• Issues – technical or otherwise – with DIGINT analysis are resolved appropriately

Internal and external relationships

- They provide effective assistance to DIGINT training programmes for ID investigators and other staff to assist them build and maintain analysis skills
- Effective relationships with external stakeholders are developed and maintained to support NZSIS's intelligence collection capability
- DIGINT Lead and colleagues are kept informed of relevant issues that have an impact on the team
- Strong and constructive relationships with all levels of NZSIS and the wider NZIC are developed, maintained and enhanced
- 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 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:

- Specialist degree in a relevant technical field (e.g. computer science), with minimum grade of B+ (Hons)

Desirable:

- Post-graduate qualification in a field such as Forensic Computing

Knowledge/experience

Essential:

- Experience in a relevant technical role e.g. digital forensics.
- Robust knowledge of computer hardware (e.g. hard drives, USB drives).
- Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance.

Desirable:

- Skills in high grade encryption and computer security programming.
- Familiarity with computer forensic analysis tools, e.g. EnCase and FTK.
- Proven track record of project delivery, preferably within a technical or R&D environment.

Personal attributes

- Well developed interpersonal skills with the ability to engage with a diverse range of people at all levels of the organisation.
- Demonstrated agile thinking and ability to exercise sound judgment and initiative in dynamic operational situations.
- A high level of accuracy and attention to detail.
- Self motivated with excellent planning and organising skills, and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities.
- Personal resilience and an ability to work in a fast-paced team environment.
- Strong mission focus with a professional, can-do approach.
- Professional customer focus with a strong commitment to providing a high standard of customer service.
- Ability to work independently using sound judgement.
- Proven ability to work as a member of a successful team at all levels of the organisation.
- Knowledge of and experience in the NZSIS' activities.

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 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

NZSIS 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 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 NZSIS record keeping policy, standards, and procedures.

Employee: _____

Date: _____

Manager: _____

Date: _____