



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

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Position Description

Team Lead, Technical Security (TECSEC)

Business unit:	High Assurance Services (HAS) Information Assurance and Cyber Security Directorate (IACD)
Position purpose:	This is primarily a technical leadership position with day to day responsibilities for personnel, material, and resources allocated to the Technical Security (TECSEC) Team. The position leads the TECSEC Team on behalf of the unit manager and is responsible for its service delivery.
Direct reports:	A team of Technical Security staff
Directorate overview:	IACD 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 core activities of the High Assurance Services business unit involves: <ul style="list-style-type: none">■ The domestic and overseas Technical Security inspection programme.■ The domestic and overseas Emanations Security evaluation and testing programme.■ The accreditation of SCI sites and systems
Remuneration indicator:	Pay Band I
Date evaluated:	October 2017

GCSB mission and values

Our mission

Protecting and Enhancing New Zealand's Security and Wellbeing.

Our values

Respect, Commitment, Integrity, Courage.

Role specification

Functional Relationships

External	Internal
<ul style="list-style-type: none">■ Other government departments and agencies as required.■ Technical Security authorities / agencies in partner governments■ Technical Security training providers■ Technical Security International Working Group	<ul style="list-style-type: none">■ High Assurance Services unit staff■ Information Assurance and Cyber Security Directorate staff■ NZ Intelligence Community Shared Services■ Office of the Director■ Capability Directorate■ Intelligence Directorate

Key result areas

The position of Team Lead (TECSEC) encompasses the following major functions or Key Result Areas:

- Technical leadership, development and management of team members
- Provide Information Assurance (IA) and TECSEC countermeasures
- IA training and briefing programme
- Liaise with Allied agencies
- Contribute towards GCSB's strategic intent, objectives and outcomes

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

Jobholder is accountable for:	Jobholder is successful when:
<p><u>Technical leadership, development and management of team members</u></p> <ul style="list-style-type: none">■ Day to day leadership of the TECSEC Team to effectively lead, develop and manage employees and positively influence progress towards successful results■ Effectively manage workloads to ensure	<ul style="list-style-type: none">■ Each team member understands their contribution to Bureau outputs■ Each team member understands clearly what is required of them and receives regular constructive feedback on progress■ Performance reviews are completed thoroughly and forwarded to the Unit Manager within the specified timeframes■ Employees have a training and

they are equitable and appropriate to individual skill sets and levels

- Ensure good conduct and discipline is maintained at all times and any minor issues are dealt with promptly. Escalate more serious issues to the Unit Manager and/or Human Resources as appropriate
- Demonstrate the stated values of the organisation in all aspects of their representation of the team/Bureau
- Ensure performance objectives, reviews and discussions are completed in line with Bureau policies and procedures for all direct reports
- Conduct regular team meetings to share information and update staff on new requirements and policies
- Support individual team members to achieve objectives, identify personal development opportunities, recognise areas of improvement and establish solution based outcomes
- Participate in recruitment to attract the best person for the position and then ensure a complete and comprehensive induction takes place
- Set, monitor, and maintain standards for team outputs
- Lead planning of team outputs
- Actively cooperate with other Team Leads

development plan that is carried out in conjunction with Learning & Development

- Employees understand and demonstrate Bureau values in their day to day work
- Employee issues (including non-performance issues) are successfully addressed in a timely manner
- Leave liability is kept at a reasonable level
- Staff are fully informed on relevant information and organisation policies and procedures are complied with
- Team members' skills are progressed as a result of mentoring and training
- New staff are comprehensively inducted so that they are productive and comfortable in their role within 3 months

Provide IA and TECSEC countermeasures

- Conduct TECSEC inspections of sites, systems, and equipment (as the Team Lead role is the key source of continuity in the team, these responsibilities will be primarily domestic, but could involve some international tasks)
- Providing IA and TECSEC advice to government departments and agencies
- Coordinating the domestic TECSEC inspection programme
- Coordinating the overseas TECSEC inspection programme
- Coordinating the TECSEC Evaluation and Testing Programme

- The TECSEC inspection programmes is being coordinated effectively and efficiently
 - Departments and agencies receive timely, quality advice
 - Inspections are conducted to a uniformly high standard
 - Tests and evaluations conducted on equipment and products are thorough and conform to current standards
 - Support for senior government officials is timely and effective
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- Providing support for senior government officials attending international forums overseas
 - Contribute to research and development of emerging TECSEC threats
 - Maintain ionising radiation (x-ray) licensing, operating, and organisational health and safety requirements on behalf of the unit

IA training and briefing programme

- Coordinating TECSEC training provided to government departments and agencies.
- Coordinating TECSEC briefings provided for government officials

- Contributions to the training programme are professionally prepared and effectively presented
- Briefings provide a high level of awareness of the threat from espionage

Liaise with Allied agencies

- Liaise with Allied agencies and authorities on TECSEC issues
- Lead the unit contribution to and collaboration with the Technical Security International Working Group

- Collaboration is effective in countering the threat of technical attacks from hostile intelligence agencies
- Training exercises enable staff to gain an in-depth understanding of emerging methodologies and technologies that can be used both offensively and defensively in IA operations environment

Contribute towards GCSB's strategic intent, objectives and outcomes

- Display active commitment and contribution to the operational and strategic direction of the GCSB and IACD as detailed in the strategic framework, policy, plans and guidelines.

- Customer feedback suggests an active commitment to the strategic intent objectives and deliverables of both GCSB and IACD.

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 level or equivalent qualification (Bachelor level) in electronic engineering or telecommunications or a related field, supplemented by advanced practical experience or an equivalent body of knowledge■ The successful completion of advanced Technical Security Countermeasures courses undertaken at accredited training establishments.	<ul style="list-style-type: none">■ The successful completion of basic Emanations Security engineering courses undertaken at accredited training establishments.■ A NZ practising Licence for Registered Electrical Service■ A Site Safe Certificate■ A license to use ionising radiation equipment (will be sought on appointment in role)

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none">■ Expert knowledge and 7 or more years' experience in one of the IA security disciplines or equivalent.■ Highly developed communication skills.■ Highly developed negotiation and relationship management skills■ Highly developed people leadership skills	<ul style="list-style-type: none">■ Experience in the application and management of telecommunications and information system security technologies and countermeasures to exploitation.■ Experience leading a team of security professionals.■ Project management experience

Personal attributes

- Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage changing priorities.
- Attention to detail. Provides advice that is documented, discoverable, and detailed.
- Solution focussed. Provides options to overcome issues.
- Engaging and positive. Actively engages with stakeholders and customers. Creates a positive atmosphere in challenging circumstances.
- Approachable and considerate. Excellent interpersonal skills with a proven ability to interact with a diverse range of people at all levels within an organisation and communicate effectively both in writing and orally.
- Ability to work independently using sound judgement and initiative.

Specialist competencies

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

- Proven ability to engage, motivate and develop team members to achieve assigned tasks
 - The ability to compile complex risk assessments and document them clearly.
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- Extensive operational experience in the application of Technical Security techniques and countermeasures.
- The ability to exercise sound judgment together with a proven background in highly complex operational problem solving.
- The ability to lead planning, lead engagement with other agencies, and document processes and activities.

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:

- Commitment
- Courage
- Integrity
- Respect

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 current Health and Safety legislation 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: _____
