



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI

POSITION DESCRIPTION

GCSB Analyst - Graduate

Unit/Branch, Directorate:	Intelligence Directorate
Location:	Wellington
Reporting to:	GCSB Business Manager
Direct reports:	Nil
Salary range:	E \$48,934 - \$73,400

Purpose of position:

A Graduate Analyst is an entry-level analyst position held by staff while completing the Graduate Programme. The job holder will be exposed and contribute to the GCSB analyst environment in specialist areas that may include; target and content analysis, mobile and telephony analysis.

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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Key accountabilities	Deliverables/Outcomes
<p>Development of Analysis Skills</p> <ul style="list-style-type: none"> • Completion of assigned training courses, seminars and e-learning activities in order to build proficiency in SIGINT analysis • Participation in assigned developmental activities, projects, workshops in order to build knowledge, understanding and skills in SIGINT analysis techniques and tools • Acquiring a basic understanding of the legal and security policies, guidance and procedures applicable to the environment in which analysis is being undertaken, and able to seek guidance when necessary 	<ul style="list-style-type: none"> • Jobholder is able to complete a range of basic analysis tasks with minimal supervision • Required SIGINT tradecraft training is completed • Compliance certification is obtained and kept up to date • Routine legal or compliance issues are identified in analysis and appropriate advice is sought
<p>Contribution to a Mission</p> <ul style="list-style-type: none"> • Completing assigned analysis activities, in support of prioritised customer requirements • Maintaining an awareness of changing intelligence priorities and the potential impact of external events on these priorities • Developing a sound understanding of the process by which SIGINT data is collected and forwarded to teams for analysis • Effective communication with Intelligence and other GCSB personnel, and customer and partner entities under guidance • Providing support for surge or non-routine events 	<ul style="list-style-type: none"> • Analysis tasks, outputs and service delivery by the team are enhanced by the contribution of the jobholder • Jobholder demonstrates a good understanding of SIGINT collection and dataflow processes • Interaction with internal stakeholders is enhanced through analytical contributions • Non-routine events are supported under guidance
<p>Development and Team Membership</p> <ul style="list-style-type: none"> • With the agreement and support of managers, developing an area of subject expertise that is beneficial to professional development • Demonstrating the Bureau values and acting as a role model • Managing their time and workload. Is punctual and demonstrates a strong work ethic 	<ul style="list-style-type: none"> • The staff member is gaining expertise in areas of benefit to the Bureau and their personal development • System Certification and Accreditation advances • Clearly demonstrates Bureau values. • Understand their contribution to the GCSB and Unit / Directorate business plans • They are a valued and productive member of their respective work group
<p>General support as required from time to time</p> <ul style="list-style-type: none"> • Knowledge of NZIC systems • Organisational knowledge 	<ul style="list-style-type: none"> • Demonstrates ability to use GCSB systems within compliance framework • Provides support to the organisation as required • Is comfortable engaging with a wide range of people across the community



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<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:	<ul style="list-style-type: none"> • Rotation Managers • Business Managers • Other GCSB/NZIC staff
External:	<ul style="list-style-type: none"> • NZDF Military Personnel • NZ Government Agencies • NZIC Customers • FVEY Partners

Person Specification	
Knowledge and Skills:	<ul style="list-style-type: none"> • Demonstrated written and oral communications skills • An ability to analyse, synthesise and summarise data • An appreciation of current international affairs and a broad understanding of New Zealand's role and interests • Excellent computer skills including use of MS Office and internet searching tools • Relevant experience in telecommunications or analysis of bulk data
Qualifications and Courses:	<ul style="list-style-type: none"> • A relevant tertiary qualification in fields such as, but not limited to; Computer Science, Languages, Engineering, Mathematics, Sciences or Strategic Studies with an excellent academic record



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	<ul style="list-style-type: none">• Accredited proficiency in one or more foreign languages
Experience/Personal Attributes:	<ul style="list-style-type: none">• Demonstrates a practical and robust troubleshooting philosophy• A commitment to the documentation of process and actions• Results oriented with a demonstrable commitment to perform• Thinks critically and logically• Excellent communication and interpersonal skills• The ability to be self-motivated, flexible and a team player• An ability and desire to learn new and sometimes complex skills• Demonstrate sound judgment, tact and integrity in dealing with sensitive issues• Excellent organisational skills and the ability to prioritise and work to deadlines• Displays initiative and self-confidence• The resilience to operate under pressure and correctly identify and assess risk, and make justifiable operational decisions
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance

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.

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.

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Date PD reviewed: 12/03/2019

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