



POSITION DESCRIPTION

GCSB Technical Analyst - Graduate

Unit/Branch, Directorate:	GCSB units across three operational directorates
Location:	Wellington
Salary range:	E \$49,465 - \$74,197

Purpose of position:

A Graduate Technical 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 Technical environment in specialist areas that may include; Infrastructure Engineering, Systems Engineering, Application Engineering and/or Access.

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

Our values are Respect, Commitment, Integrity and Courage

Information Assurance and Cyber Security Directorate purpose: The IAC Directorate 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 technical security inspections; high-grade encryption services; information assurance policy and advice; regulation of telecommunications & space activities; and high-end cyber security services to detect and respond to such threats.

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.

Technology Directorate purpose: Technology Directorate delivers technology for GCSB, NZSIS and the wider intelligence and security sector. The Directorate’s purpose is to ensure that mission requirements are met today and in the future, targeting relevant strategic objectives. The Directorate’s work encompasses engineering, data/information management, end-user support, software development, service delivery management, project management, provision of cryptographic infrastructure, and more. The Directorate operates in service and capability terms – e.g. attending to policy, process and implementation pre-requisites as much as pure technology or particular systems. The Directorate leads information management for GCSB, including in compliance terms.

Key accountabilities	Deliverables/Outcomes
<p>Maintenance / Technical Support</p> <ul style="list-style-type: none"> Working with the Service Centre and other Capability / Intelligence staff to deliver assistance and services to GCSB customers. Assisting with technical support for systems and infrastructure including routine maintenance, testing fault diagnosis, and repair as appropriate. 	<ul style="list-style-type: none"> Customers value the technical support provided. Equipment provided meets customer expectations and requirements. Equipment availability is maximised through professional installation practices and regular preventative maintenance.
<p>Project and Development</p> <ul style="list-style-type: none"> Participation in engineering projects as required. Installation of equipment / software in accordance with industry best practices. 	<ul style="list-style-type: none"> The jobholder is a valued member of a technology project team. Equipment installations are in accordance with best industry practices.
<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.
<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. 	<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.

STAFF-IN-CONFIDENCE

<ul style="list-style-type: none"> • 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. 	
Other duties	Any other duties that fall within the scope of the position.

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Rotation Managers • Business Managers and Coordinators • 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"> • Interest in, and enthusiasm for, computer / engineering technology • Effective communication skills and ability to engage with colleagues and customers • Proficiency in working with computer based documentation • Understanding of project management principles, processes and documentation • Experience with operating systems administration, both Linux and Windows • Experience with network configuration and analysis • Software engineering and programming
Qualifications and Courses:	<ul style="list-style-type: none"> • Tertiary qualification in fields such as, but not limited to; Computer / Engineering technology field (i.e. Computer Science, Information Systems, Engineering Technology)



STAFF-IN-CONFIDENCE

	<ul style="list-style-type: none"> • Some experience in an area of development, IT networks, user support or systems administration.
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.

Diversity and Inclusion

The NZSIS recognises that our success requires us to have a workforce that reflects the community we serve and diversity in its widest context – where all people, regardless of difference are valued and respected.

One way we show our inclusion of those with diverse sexual and gender identifies is with a Rainbow Tick accreditation which we proudly received in 2019.

We are committed to building a workplace where we can say we have achieved – *He waka eke noa* – a canoe which we are all in with no exception.



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: 12/03/2019

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