



**New Zealand Intelligence Community**

*Te Rōpū Pārongo Tārehu o Aotearoa*

[nzic.govt.nz](http://nzic.govt.nz)



# Position Description

## Learning Advisor intelligence Tradecraft

<b>Business unit:</b>	Intelligence Directorate
<b>Responsible to:</b>	Tier 4 Manager Intelligence Directorate
<b>Position purpose:</b>	<p>To exponentially increase the quality of intelligence tradecraft by designing, implementing and managing a tradecraft programme that exceeds our partners' intelligence tradecraft standard. The programme is to meet the specialist needs of our analysts and specialists and provide the pathway for improved intelligence tradecraft, tools and techniques.</p> <p>The Principal Advisor is to understand the complexities and breadth of intelligence analyst-related competencies, and predict contemporary tradecraft requirement. In doing so, the tradecraft programme must move continually develop and be sensitive to Intelligence Directorate operational requirements and targets. The programme of tradecraft training must meet or exceed our international partners' tradecraft standard. The Advisor will implement the programme in consultation with, and on behalf of Intelligence Directorate management, who will be a key stakeholder.</p>
<b>Direct reports:</b>	NIL
<b>Financial delegation:</b>	NIL
<b>Directorate overview:</b>	The Intelligence Directorate is responsible, within the provisions of the GCSB Act, to access, exploit, analyse and

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report intelligence of value in accordance with the priorities set out in strategic Intelligence Requirements.

**Business unit overview:**

The host Unit is responsible for leading the GCSB effort on target-focussed intelligence discovery. This includes:

- Identifying and evaluating potential opportunities for intelligence collection;
- Conducting research relating to our intelligence activities.
- Leading the GCSB response on hard or novel technical analysis tasks;
- Delivering and introducing into service novel analytic tradecraft and data science techniques for the purpose of solving hard intelligence problems;
- Developing solutions to maximise the use information sources, including policy and training;
- Providing a centre of excellence for data science and technical analysis,
- Sharing technical expertise within our own business, and with our tradecraft partners;
- Working within our own business and other agencies to modernise tools, tradecraft and data repositories.

**Remuneration indicator:** Band H

**Date evaluated:** September 2017

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## GCSB mission and values

### Our mission

*Protecting and Enhancing New Zealand's Security and Wellbeing.*

### Our values

*Respect, Commitment, Integrity, Courage.*

## Functional relationships - Standard

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### External contacts:

- NZ customer agencies
- Intelligence agencies
- Academic institutions
- External providers
- Domestic partner agencies

### Internal contacts:

- Directorate leadership & management
  - Intelligence staff
  - Facilitating staff
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## Functional Relationships – Job Specific

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### External contacts:

- Other domestic intelligence personnel
- NZIC partners
- International counterparts
- Training Content Providers

### Internal contacts:

- Staff throughout the organisation
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## Objectives

The position of Learning Advisor intelligence Tradecraft encompasses the following major functions or objectives:

- Intelligence Tradecraft Training and Development Framework: To increase the quality of intelligence tradecraft by developing, designing and maintaining a learning programme and environment specialised for intelligence tradecraft, tools and techniques that exceeds the international standard and is implemented across the Directorate. Where applicable, elements of the programme will be offered to a customer beyond GCSB. The programme must understand Intelligence Directorate analytics, and will consider Intelligence Directorate priorities, including active engagement with teams across the Directorate to predict tradecraft requirements.
  - Intelligence Tradecraft Competencies: intelligence analysts are enabled to grasp the complexities and breadth of intelligence-related competencies, and stay abreast of new technologies and communications methods.
  - Intelligence Tradecraft Training Material: development of learning material support learning activity and enhance the retention and transfer of skills and knowledge. Where applicable, utilise or adapt partner tradecraft material and modules/courses for GCSB use.
  - Intelligence Tradecraft Training Practice: To ensure that training standards within the directorate are at pace with best practice within the NZIC and international community.
  - The Learning Advisor Intelligence Tradecraft must be able to engage effectively across the Directorate with minimal supervision. The tradecraft programme that must be developed and implemented is highly complex to meet existing tradecraft
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requirements, and must be visionary in its approach if it is to predict requirements and surpass requirements.

- The Learning Advisor Intelligence Tradecraft must be able to work to intent and implement decisions.

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<p><b>Intelligence Tradecraft Training Framework:</b></p> <ul style="list-style-type: none"> <li>■ Developing and leading the implementation of a learning programme specialised for Directorate intelligence analytic tradecraft. The tradecraft programme is 'live' and must develop to meet the changing needs of the Directorate.</li> <li>■ Developing and leading processes and frameworks that allow for identification of learning needs</li> <li>■ Working with managers and subject matter experts to identify target learning needs.</li> <li>■ Ensure the tradecraft programme aligns with priorities.</li> <li>■ Identifying learner characteristics and environment</li> <li>■ Ensure the tradecraft framework accounts</li> <li>■ Developing assessment tools to determine learner and course performance</li> </ul>	<ul style="list-style-type: none"> <li>■ A specialised intelligence analytic tradecraft training programme is delivered</li> <li>■ Identified analytic training needs inform training resourcing decisions</li> <li>■ Decisions on content and delivery are evidence based</li> <li>■ <i>There is an ongoing process of improvement in collecting learning information and incorporating it into learning activities</i></li> </ul>
<p><b>Intelligence Tradecraft Competencies:</b></p> <ul style="list-style-type: none"> <li>■ Cross-referencing the intelligence analytic tradecraft training Framework to the NZIC Competency Framework</li> <li>■ Identifying where training gaps exist within Intelligence Tradecraft, identifying solutions to address these gaps and then prioritise solutions for implementation.</li> <li>■ Identifying when competencies are not fit for purpose</li> <li>■ Forecasting when new competencies are required within the relevant analytic job families</li> </ul>	<ul style="list-style-type: none"> <li>■ Intelligence analysts are enabled to grasp the complexities and breadth of intelligence-related competencies</li> <li>■ Training programmes support progression within the relevant analytic job families.</li> <li>■ Relevant competencies reflect the state of tradecraft at GCSB</li> <li>■ Training programmes support progression</li> </ul>

**Jobholder is accountable for:**

- Advising on updates required to the Competency Framework.
- Advising on what tradecraft tools and technologies are required to match or exceed international standard.
- Engaging with the relevant Career Development Boards to ensure that training programmes are supporting career progression.

**Jobholder is successful when:****Intelligence Tradecraft Training Material:**

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| <ul style="list-style-type: none"> <li>■ Developing learning material in a variety of formats to support learning activity and enhance the retention and transfer of skills and knowledge</li> <li>■ Determining the delivery mechanism for the learning content</li> <li>■ Working with managers and subject matter experts to establish learning objectives and create content that matches them</li> <li>■ Developing learning environments</li> <li>■ Using best practice in instructional design theories, practice and methods in the design of learning content</li> <li>■ Development of exercises and activities that enhance the learning processes</li> <li>■ Creation of supporting material for learning activities</li> <li>■ Applying existing and emerging technology in the instructional environment</li> <li>■ Modifying and updating existing instructional material</li> </ul> | <ul style="list-style-type: none"> <li>■ Gaps in intelligence tradecraft training are filled with fit-for-purpose learning material</li> <li>■ Successful introduction of new information and improvement of skill levels</li> <li>■ The learning delivery method and experience matches the content.</li> <li>■ An uplift in intelligence analytic tradecraft is seen across the directorate</li> </ul> |
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**Intelligence Tradecraft Training Best Practice:**

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| <ul style="list-style-type: none"> <li>■ Strengthening relationships with intelligence analytic tradecraft training partners</li> <li>■ Leveraging tradecraft training resources across the international community</li> <li>■ Identifying commercial opportunities for training that meet intelligence</li> </ul> | <ul style="list-style-type: none"> <li>■ Opportunities offered by partner intelligence training programmes are continuously tapped</li> <li>■ Partners proactively offer opportunities</li> <li>■ External training providers are engaged as appropriate</li> <li>■ Partner and other external courses are available and appropriate for the analytic</li> </ul> |
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<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<p>tradecraft training needs</p> <ul style="list-style-type: none"> <li>■ Adapting external programmes for delivery to the intelligence analytic workforce</li> <li>■ Ensuring that GCSB-developed programmes meet the standard set by the international community.</li> </ul>	<p>workforce</p> <ul style="list-style-type: none"> <li>■ ID-developed training adheres to analytic tradecraft training best practice.</li> </ul>

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review 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:

- A relevant tertiary qualification or equivalent experience and level of knowledge

#### Desirable:

- A relevant post-graduate qualification
- A qualification in a STEM related field, or proven ability to understand a diverse range of technologies.

### Knowledge/experience

#### Essential:

- Minimum 9 years experience in an operational training capacity
- Depth of experience in using instructional design and developing learning content
- Experience in developing and implementing learning strategies.
- At least 6 years proven experience in applying adult learning theory and practice in the development of course material
- Experience in business improvement, including a demonstrated ability to influence change within an organisation.
- Effective interpersonal and communication skills, with a proven ability to deal with a wide range of stakeholders.
- Experience in a technology related field that demonstrates an aptitude for understanding complex technologies.
- Must have a comprehensive knowledge of the New Zealand Intelligence and Security Act, and how this applies to intelligence tradecraft.

#### Desirable:

- 7 years experience in intelligence analysis, in an operational or training role
- Experience in project management
- Knowledge of the NZIC and international partners
- Experience working with a NZ Government department.

## Personal attributes

- Strong customer service orientation and excellent interpersonal skills, and an ability to influence a wide range of stakeholders.
- An ability to establish and maintain effective working relationships across all levels of an organisation
- Highly effective planning and organising skills, including time management and prioritising within a complex work environment with competing priorities
- Excellent written and oral communication skills
- A willingness and ability to learn new and complex skills in a fast changing, technically demanding profession
- The ability to be self-motivated and work as part of a small team in a technical environment
- Demonstrated high levels of professionalism, integrity and an ability to obtain and maintain a TSS security clearance.

## 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 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 GCSB record keeping policy, standards, and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_