



GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI

## POSITION DESCRIPTION

### NZ COMSEC Production and Distribution Specialist

**Unit/Branch, Directorate:** Cryptographic Services, Information Assurance and Cyber Security (IACD)

**Location:** Wellington

**Salary range:** E \$48,221 - \$72,331

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**Purpose of position:**

Responsible for New Zealand's controlled information assurance material. From within the National Production Centre (NPC), provide New Zealand's own controlled material which is subsequently distributed through the National Distribution Authority (NDA). The New Zealand NDA oversees the receipt of controlled material from overseas, transfers to departments and ensures continued accountability. The NPC/NDA is also responsible for the running of the New Zealand Electronic Key management System (EKMS) for the production and distribution of electronic key.

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

**Our values** are Respect, Commitment, Integrity and Courage.

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**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.

**BEYOND  
ORDINARY**  
We are. **Are you?**



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
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Key accountabilities	Deliverables/Outcomes
<p><b>National Production Centre/National Distribution Authority</b></p> <ul style="list-style-type: none"> <li>• Management of the day to day operations within the NPC and NDA</li> <li>• Generation and production of cryptographic keying material</li> <li>• Accounting, possession, storage, transfer and destruction of cryptographic material</li> <li>• Operation of production systems</li> <li>• Maintenance of the national strategic reserve of cryptographic keying material</li> <li>• Production of COMSEC publications</li> <li>• Regular testing / maintenance of the Business Continuity Plan (BCP) facility</li> </ul>	<ul style="list-style-type: none"> <li>• Keying material is produced as per customers' requirements</li> <li>• All cryptographic material is correctly accounted for in accordance with COMSEC policy</li> <li>• All cryptographic material is correctly stored, receipted and distributed</li> <li>• The BCP facility is able to produce keying material</li> </ul>
<p><b>Guidance on COMSEC matters</b></p> <ul style="list-style-type: none"> <li>• Provide guidance to New Zealand government departments on COMSEC matters</li> <li>• Supporting the COMSEC National Lead in developing and providing specialised training courses to New Zealand government departments</li> </ul>	<ul style="list-style-type: none"> <li>• Correct procedures / guidance is provided to departments</li> <li>• New Zealand government departments are successfully trained in accordance with New Zealand and Allied partners' COMSEC policy requirements</li> </ul>
<p><b>Key management</b></p> <ul style="list-style-type: none"> <li>• Request provision / delivery of allied keying material to support New Zealand government departments and Defence procurement projects overseas</li> <li>• Liaison with Allied NDAs / Key Management Authorities / Controlling authorities</li> <li>• Maintenance of the Keying material database</li> </ul>	<ul style="list-style-type: none"> <li>• Release, provisioning and delivery of allied keying material required to support New Zealand government departments and Defence procurement projects overseas is successfully facilitated</li> <li>• Key management details are provided</li> <li>• Information recorded in the Keying material database is accurate</li> </ul>
<p><b>Tangible contribute to the execution of the GCSB plan</b></p>	<ul style="list-style-type: none"> <li>• Support IACD strategic planning days</li> <li>• Support DD/ADs to refresh the strategic plan</li> <li>• Manage resources to allow IACD to fulfil its strategic plan out to 2020</li> <li>• Incorporate customer (staff) into design, delivery and feedback of the graduate programme, career progression and recruitment/departure</li> </ul>
<p><b>Health and safety (for self)</b></p>	

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<ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a visible role model at all times</li> <li>• Follow GCSB’s safety rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>
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<b>Position delegation</b>	
Financial delegation:	None

<b>Key stakeholders</b>	
Internal:	<ul style="list-style-type: none"> <li>• Information Assurance and Cyber Directorate Unit Managers and staff</li> <li>• Signals Intelligence Directorate Unit Managers and staff</li> <li>• Intelligence Community Shared Services Managers and staff</li> <li>• Other GCSB staff as required</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Selected international organisations with established COMSEC accounts</li> <li>• National/international vendors/contractors</li> <li>• New Zealand Government departments at all levels</li> <li>• Allied keying material Controlling Authorities</li> </ul>

<b>Person Specification</b>	
Experience:	<ul style="list-style-type: none"> <li>• Relevant COMSEC experience and exposure to COMSEC equipment, policy, procedures and training</li> <li>• Experience in the operation of distribution software</li> </ul>
Knowledge and Skills:	<ul style="list-style-type: none"> <li>• An understanding of the New Zealand national security system structure and processes</li> <li>• Good working knowledge of computer systems and the Microsoft suite of applications</li> <li>• The ability to deal competently with officials at all levels</li> <li>• Demonstrated versatility, initiative, maturity,</li> </ul>

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	<p>ability to prioritise, and dependability in an operational environment</p> <ul style="list-style-type: none"><li>• The ability to think outside the square and a good understanding of how to research any given situation and implement a well-founded solution</li></ul>
Qualifications and Courses:	<ul style="list-style-type: none"><li>• Tertiary/Undergraduate diploma/Technical Certificate/national Diploma level 5 or equivalent level of learning through experience.</li><li>• Class 1 motor vehicle license</li></ul>
Specific Job Requirements:	<ul style="list-style-type: none"><li>• Ability to obtain and maintain a TSS security clearance</li></ul>

### 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.

Date PD reviewed: 4/10/2018

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