



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### NZSIS Digital Intelligence Analyst (DIGINT Analyst)

**Directorate:** Intelligence Directorate

**Location:** Wellington

**Salary range:** F \$58,500 - \$87,750 (Level One) G \$68,316 - \$102,474 (Level Two)

#### Purpose of position:

The Digital Intelligence (DIGINT) Analyst exists to assist with the development and operational management of DIGINT capabilities (including Open Source) within NZSIS and to assist with DIGINT analysis, hardware and software exploitation to support investigative and intelligence reporting.

**Our mission** at the NZSIS is to keep New Zealand and New Zealanders safe and secure

**Our values** are Collaborative, Courageous, Positive, Driven and Self-aware

#### Intelligence Directorate purpose:

The Intelligence Directorate (ID) of NZSIS provides secret intelligence and intelligence assessments to help meet the security and intelligence collection requirements of New Zealand as articulated in the New Zealand Intelligence Community (NZIC) Joint Statement of Intent (JS01).

ID is focused on protecting New Zealand from harm and providing decision makers with unique and otherwise inaccessible information that is timely, useful and relevant.

To achieve this ID includes investigative, collection and analytical functions in support of domestic security and foreign intelligence requirements.

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New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

Key accountabilities	Deliverables/Outcomes
<b>DIGINT analytical environment support</b>	<ul style="list-style-type: none"> <li>• DIGINT Analysis becomes a fundamental component of NZSIS' investigative / operational cycle</li> <li>• Innovative solutions are developed and implemented to meet technical requirements</li> <li>• Commercial and partner tools, applications, and systems are consistently applied to meet NZSIS requirements</li> </ul>
<b>DIGINT data exploitation support</b>	<ul style="list-style-type: none"> <li>• DIGINT technical roadmap provides an achievable strategy to having a capability that fully meets NZSIS requirements</li> <li>• Policies and standard operating procedures (SOPs) reflecting international best practice are maintained and complied with during analysis</li> <li>• Issues – technical or otherwise – with DIGINT analysis are resolved appropriately</li> <li>• They provide effective assistance to DIGINT training programmes for ID investigators and other staff to assist them build and maintain analysis skills</li> </ul>
<b>Specialist open source support</b>	<ul style="list-style-type: none"> <li>• Open source intelligence requests are handled in accordance with open source policies</li> <li>• Open source reports meet client expectations</li> <li>• Open source policies are written and maintained</li> </ul>
<b>Internal and external relationships</b>	<ul style="list-style-type: none"> <li>• Effective relationships with external stakeholders are developed and maintained to support NZSIS's intelligence collection capability</li> <li>• DIGINT Lead and colleagues are kept informed of relevant issues that have an impact on the team</li> <li>• Strong and constructive relationships with all levels of NZSIS and the wider NZIC are developed, maintained and enhanced</li> <li>• Input into various NZSIS projects and initiatives outside of the normal duties is provided</li> </ul>
<b>Health and safety (for self)</b> <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> </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>



Key accountabilities	Deliverables/Outcomes
<ul style="list-style-type: none"> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> <li>• <b>Follow</b> NZSIS's safety rules and procedures</li> </ul>	

Position delegation	
<b>Financial delegation:</b>	None

Key stakeholders	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• NZSIS staff and managers as necessary</li> <li>• Intelligence Community Shared Services as required</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• Counterparts within the wider New Zealand Intelligence Community and central government agencies, as required</li> <li>• Other partner intelligence agencies</li> </ul>

Person Specification	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in a relevant technical role e.g. digital forensics</li> <li>• Experience supporting tactical operations/investigations</li> <li>• Experience with data integrations and governance of data</li> <li>• Familiarity with computer forensic analysis tools</li> <li>• Previous experience working in the New Zealand Intelligence Community is desirable</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Robust knowledge of computer hardware (e.g. hard drives, USB drives).</li> <li>• A sound understanding of the use of digital intelligence and data analytics in meeting intelligence requirements.</li> <li>• Demonstrated agile thinking and ability to exercise sound judgment and initiative in dynamic operational situations</li> <li>• Well developed interpersonal skills with the ability</li> </ul>

Person Specification	
	to engage with a diverse range of people at all levels of the organisation
<b>Qualifications and Courses:</b>	<ul style="list-style-type: none"> <li>• A specialist degree or equivalent experience in a relevant technical field (e.g. computer science, data science)</li> <li>• A post-graduate qualification in a field such as Forensic Computing is desirable</li> </ul>
<b>Specific Job Requirements:</b>	<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.

The position is aligned to the Analysis competency framework.

## Changes to Position Description

Positions in the NZSIS 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: 5/11/2018

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