



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

NZSIS Operations Centre - Operations Officer

Directorate: Intelligence Directorate

Location: Auckland

Salary range: F \$58,500 - \$87,750

Purpose of position:

The Operations Officer is responsible for the effective delivery of critical intelligence between operational teams and key stakeholders. The role holder is required to operate without direct supervision, correlating information from multiple platforms and databases to communicate a timely, accurate and coherent picture to others.

They are also responsible for obtaining and understanding requirements from customers; producing movement assessments; preparing operational briefing material; running the operations room during deployments; and producing intelligence reporting for internal tasking officers.

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.

**BEYOND
ORDINARY**

We are. **Are you?**



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

Key accountabilities	Deliverables/Outcomes
Obtaining, correlating and evaluating operational intelligence	<ul style="list-style-type: none"> • Data sources and technical feeds available to NZSIS are accessed, interrogated and collated in pursuit of defined intelligence priorities. • The same data sources are used effectively to produce accurate assessments of subject movement and activities to allow for targeted and effective operational deployments. • Operational resources are used in an efficient manner – through sound analysis of data our operational teams can achieve more with less resource. • Real-time intelligence is sought, received and collated to enhance operational deployments. • A coherent picture, formed from various sources, is communicated in an effective and timely manner to deployed teams and other stakeholders. • Processes and systems to enable movement analysis are developed and embedded into NZSIS practices.
Maintaining, developing and enhancing NZSIS's operations room capabilities in support of deployments.	<ul style="list-style-type: none"> • Operations room systems, including communications, video, open source and high-side networks work effectively in support of operations. • Projects and initiatives to develop and enhance the capability of the operations room are effectively initiated and progressed in support of NZSIS's intelligence priorities.
Building and maintaining internal and external relationships.	<ul style="list-style-type: none"> • Relationships with key partners and stakeholders are developed and enhanced, with particular emphasis on tasking customers such as investigative desks. • Field team's views are represented effectively and reputation is enhanced in interactions with key partner and stakeholder representatives. • Internal and external stakeholders report positive and effective working relationships.
Operational planning, coordination and monitoring.	<ul style="list-style-type: none"> • Multiple intelligence requests/requirements are managed with limited management oversight. • Requirements from tasking customers are well understood, refined and prioritised. • Pre-deployment briefs are prepared for Team Leaders which effectively describe intelligence objectives, background and operational intelligence relating to subjects. • The appropriate statistics and information relating to team delivery of key performance measures are analysed and presented effectively in reporting.



UNCLASSIFIED

<p>Production and dissemination of reporting to customers.</p>	<ul style="list-style-type: none"> • Intelligence reporting produced is accurate, timely, comprehensive and relevant to NZSIS's priorities. • Reporting is presented in a manner which is valued and demanded by tasking officers.
<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 NZSIS'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

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Field staff • Other collection group capabilities • Investigation units
External:	<ul style="list-style-type: none"> • NZ Government agencies • International partner agencies

Person Specification	
Experience:	<ul style="list-style-type: none"> • Minimum 2 – 3 years previous work experience in an operational multi-task type work environment
Knowledge and Skills:	<ul style="list-style-type: none"> • Demonstrated sound judgment and initiative • Proficiency in use of information analysis software
Qualifications and Courses:	<ul style="list-style-type: none"> • A tertiary qualification or demonstrated equivalent intellectual capability
<ul style="list-style-type: none"> • Specific Job Requirements: 	<ul style="list-style-type: none"> • Strong mission focus with a professional, can-do approach • Strong communication skills both verbal and written • Self-motivated, innovative and possessing enthusiasm and drive • A positive attitude with demonstrated resilience in the face of adversity • Strong interpersonal skills with the ability to foster good stakeholder relationships • Demonstrated high levels of integrity and an 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 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:



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

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