

## POSITION DESCRIPTION

### Software Engineer

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| <b>Unit/Branch, Directorate:</b> | Information Exploitation, Intelligence Directorate                     |
| <b>Location:</b>                 | Auckland or Wellington                                                 |
| <b>Salary range:</b>             | G \$68,724 - \$103,086, H \$79,797 - \$119,695, I \$93,497 - \$140,245 |

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#### **Purpose of position:**

The Software Engineer is responsible for development and support of specific applications in the NZIC. The majority of the role will involve innovative development projects and quality assurance responsibilities.

The successful candidate needs to be able to apply independent thinking and initiative to deal with the complexity and challenges expected of the role.

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**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

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#### **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.

| Key accountabilities                                    | Deliverables/Outcomes                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Design and Implementation of technical solutions</b> | <ul style="list-style-type: none"> <li>• Customer requirements are accurately and sufficiently translated into design specifications and implementation proposals</li> <li>• The full range of solutions are investigated from which the best option is recommended</li> <li>• Software development solutions meet customer expectations in terms of functionality and delivery timing</li> </ul>                                 |
| <b>Project delivery and lifecycle support</b>           | <ul style="list-style-type: none"> <li>• Problems are minimised through proactive maintenance and continuous improvement</li> <li>• Input is provided into road-maps for assigned systems</li> <li>• Maintenance issues are addressed in a timely manner</li> <li>• Customers and counterparts value the business benefits derived from the delivered capabilities</li> </ul>                                                     |
| <b>Documentation</b>                                    | <ul style="list-style-type: none"> <li>• Knowledge of systems developed or supported is effectively transferred to the organisation through system documentation, operating procedures and comprehensive technical reports</li> <li>• Systems are documented to the required standard for certification</li> <li>• Documentation is maintained at the necessary detail and accuracy to contribute to lifecycle support</li> </ul> |
| <b>Mentoring and subject matter expertise</b>           | <ul style="list-style-type: none"> <li>• Acts as a subject matter expert</li> <li>• Makes an active contribution to business planning in area of expertise</li> <li>• Makes an active contribution to software development best practice</li> </ul>                                                                                                                                                                               |
| <b>Internal and external relationships</b>              | <ul style="list-style-type: none"> <li>• Effective relationships with internal and external stakeholders are developed and maintained</li> <li>• Manager and colleagues are kept informed of relevant risks and issues that have an impact on the team</li> <li>• Strong and constructive relationships with all levels of the NZIC are developed, maintained and enhanced</li> </ul>                                             |

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| <p><b>Health and safety (for self)</b></p> <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 <b>visible</b> role model at all times</li> <li>• <b>Follow</b> NZSIS'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> |
| <p><b>Other duties</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Any other duties that fall within the scope of the position</p>                                                                                                                                                         |

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|-------------------------------------|-------------|
| <b>Position delegation</b>          |             |
| <p><b>Financial delegation:</b></p> | <p>None</p> |

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| <b>Key stakeholders</b> |                                                                                                                                                                                                                                                                   |
| <p><b>Internal:</b></p> | <ul style="list-style-type: none"> <li>• Programme Managers</li> <li>• Project Managers</li> <li>• Capability Directorate</li> <li>• Intelligence Directorate</li> <li>• Information Technology</li> <li>• Other NZSIS staff and managers as necessary</li> </ul> |
| <p><b>External:</b></p> | <ul style="list-style-type: none"> <li>• Counterparts within the wider New Zealand Intelligence Community (NZIC) and central government agencies, as required</li> <li>• Software development contractors and tool providers</li> </ul>                           |

## Person Specification

### Experience:

- At least 3 years' experience in a relevant development position, after completing qualifications
- Experience with some, or all, of the following:
  - Java
  - Linux
  - Modern web development using frameworks such as React or AngularJS
  - Javascript and TypeScript
  - SQL (on PostgreSQL, MySQL, SQL Server)
  - RESTful integration
  - Use of source control systems (e.g. GIT)
  - Software testing
  - Test automation
- Experience with some, or all, of the following is also desirable:
  - Dynamic scripting languages (Python/Groovy)
  - Shell scripting (Bash/Powershell)
  - .Net
  - Data analytics
- Previous experience with Agile software development is desirable

### Knowledge and Skills:

- Demonstrated efforts to keep informed with software updates (e.g. through attendance at formal training courses, software specific user groups)
- Strong communication skills, both verbal and written
- Strong analytical and problem solving skills

### Qualifications and Courses:

- Tertiary qualification in a technology field (i.e. Computer Science, Information Systems, Information Management) or demonstrated equivalent work experience

### Specific Job Requirements:

- Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance
- Ability to see a task through to completion with minimal supervision
- Excellent self discipline and personal integrity
- A high attention to detail alongside well developed research, planning and organising skills

## Person Specification

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|  | <ul style="list-style-type: none"><li>• Demonstrates critical thinking</li><li>• Personal resilience and an ability to work in a fast-paced team environment</li><li>• Strong mission focus with a professional, can-do approach</li><li>• Ability to work independently using sound judgement and initiative</li><li>• Proven ability to work as a member of a collaborative team</li><li>• Proven ability to technically lead and mentor adoption of software best practice</li></ul> |
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## 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 Information Engineering 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: 23/10/2018

## Signatures

|                       |  |              |
|-----------------------|--|--------------|
| <b>Manager's Name</b> |  |              |
| <b>Signature</b>      |  | <b>Date:</b> |

|                        |  |              |
|------------------------|--|--------------|
| <b>Employee's Name</b> |  |              |
| <b>Signature</b>       |  | <b>Date:</b> |