



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Analyst (Protective Monitoring Centre)

<b>Directorate:</b>	<b>Protective Security</b>
<b>Location:</b>	<b>Wellington</b>
<b>Salary range:</b>	F \$56,628 - \$84,941 G \$66,387 - \$99,580

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**Purpose of position:** The role of Protective Monitoring Centre (PMC) Analyst exists to analyse enterprise log data for anomalous behaviour to determine security threats to the business.

The role holder must understand the business environment, correlate seemingly disparate events, comply with national and international guidelines and standards, liaise with personnel security and international counterparts, and provide regular reports and security recommendations.

S/he is responsible for: log analysis, enterprise monitoring for anomalous behaviour to detect insider threat, providing evidence to aid investigations, report writing, providing security requirements and responding to security incidents.

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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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**Protective Security purpose:** The Protective Security (PS) Directorate delivers a full range of protective security functions to the New Zealand Intelligence Community (NZIC) and for New Zealand. Our focus is also on leveraging the strong foundations that we have established to enhance our recognition as a NZIC protective security exemplar and to assist key New Zealand institutions to mitigate their insider threat risks through effective security clearance management, vetting services and counter intelligence functions.

The PS Directorate also leads the implementation of the Protective Security Requirements (PSR) programme, which aims to substantially improve the security culture of the public service and, potentially, the private sector.

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Key accountabilities	Deliverables/Outcomes
<b>Monitoring, Analysis and Reporting</b>	<ul style="list-style-type: none"> <li>• Examine and analyse large amounts of data to discover threats to security</li> <li>• Monitor and interpret events, and conduct initial analysis or triage of events</li> <li>• Conduct specialised analysis when triggered by a monitored event request</li> <li>• Work with counterparts to further investigation efforts as required</li> <li>• Investigate and interpret trends and baselines</li> <li>• Identify capability building requirements and process improvement opportunities for monitoring and reporting</li> <li>• Embrace and implement directed change to analysis and reporting</li> <li>• Monitoring, reporting and analysis complies with internal, national and international standards and guidelines</li> <li>• Provide case reporting to subscribing agencies</li> </ul>
<b>Case Management</b>	<ul style="list-style-type: none"> <li>• Identify anomalous events and create cases in the case management tool</li> <li>• Undertake case reporting for individual cases</li> <li>• Escalate cases to appropriate stakeholders as necessary</li> </ul>
<b>Managing Relationships</b>	<ul style="list-style-type: none"> <li>• Building business partnerships across the NZIC including liaising with other teams to understand and document their roles, applications, business practice and improve security outcomes</li> <li>• Capability building and process improvement opportunities are identified and reported to relevant stakeholders</li> <li>• Communicate with other 5EYES PMC analysts to enhance the capabilities of the PMC and share knowledge</li> <li>• Liaise with NZIC &amp; international partners, including contribution to working groups as and when required</li> </ul>
<b>Data Quality</b>	<ul style="list-style-type: none"> <li>• Data quality improvement opportunities are identified and reported to relevant stakeholders.</li> <li>• Detect opportunities for use case and analytical content creation from event data and communicate this to relevant PMC members</li> </ul>



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Key accountabilities	Deliverables/Outcomes
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Develop and maintain standard operating procedures and business practices as directed</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> <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>

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

Key stakeholders	
<b>Internal:</b>	<ul style="list-style-type: none"> <li>PMC team</li> <li>IT Support teams</li> <li>IT Security</li> <li>Counter Intelligence</li> <li>Personnel Security teams</li> <li>System Owners</li> <li>People Managers</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>New Zealand Intelligence Community</li> <li>5Eyes International Partners</li> <li>PMC Reporting Customers</li> <li>External government agencies as required</li> </ul>

Person Specification	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience in writing analytical reports</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>Excellent analytical skills</li> <li>Willing to embrace and implement directed change</li> <li>Possess a proven ability to work collaboratively</li> <li>Be able to identify areas for process improvement</li> <li>Must hold New Zealand citizenship</li> </ul>



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Person Specification	
	<ul style="list-style-type: none"><li>• Must be suitable to be granted and retain a Top Secret Special (TSS) security clearance</li></ul>
<b>Qualifications and Courses:</b>	<ul style="list-style-type: none"><li>• Tertiary level qualification (minimum Bachelor level) or equivalent experience in information analysis</li><li>• A log tool qualification (Analyst level 1) or equivalent industry experience or training</li></ul>
<b>Specific Job Requirements:</b>	<ul style="list-style-type: none"><li>• Results oriented with a demonstrable commitment to perform.</li><li>• Think critically and logically.</li><li>• Display a high level of trust, personal integrity and discretion.</li><li>• Possess excellent communication and interpersonal skills.</li><li>• Must be prepared to undertake both national and international travel</li><li>• Be self-motivated, flexible and a team player.</li><li>• Able and willing to learn new and sometimes complex skills.</li><li>• Demonstrate sound judgment, tact and integrity in dealing with sensitive issues.</li><li>• Possess excellent organisational skills and the ability to prioritise and work to deadlines.</li><li>• Display initiative and self-confidence.</li><li>• Demonstrate resilience to operate under pressure.</li><li>• Correctly identify and assess risk, and make justifiable operational decisions.</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 Information and Security 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.

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Date PD reviewed: 1/06/2018

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



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