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New Zealand
Security Intelligence
Service
Te Pā Whakamarumaruru

POSITION DESCRIPTION

NZSIS Protective Monitoring Centre (PMC) Developer

Branch, Directorate:	Security Services, Protective Security (PS)
Location:	Wellington
Salary range:	F \$58,500 - \$87,750 G \$68,316 - \$102,474 H \$77,711 - \$116,567

Purpose of position:

The role of Protective Monitoring Centre (PMC) Developer exists to create, support and develop the software to support PMC functions. This role is also expected to support the PMC Engineer/s in the day to day support of the PMC infrastructure.

The role holder must understand the business environment, comply with national and international guidelines and standards, liaise with internal and external counterparts, and provide security recommendations.

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

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
Application Development and Data Ingestion	<ul style="list-style-type: none"> • Work with the PMC team to enable and enhance audit data delivery, translation and analytics • Provide scripting support to enable audit data ingestion, delivery, translation, and analytics • Application development of core PMC support systems including bespoke web application development • Enable data logs to be easily analysed and interpreted by PMC Analysts • Support data normalisation into event schemas and data decoration • Enable collection, dissemination and analysis of log data • Identify areas for process improvements
Research and Development	<ul style="list-style-type: none"> • Identify capability building requirements • Capability building and process improvement opportunities are identified and reported to relevant stakeholders
Data Quality	<ul style="list-style-type: none"> • Data quality improvement opportunities are identified and implemented • Rectification of missing logs and problem solving • Enable compliance with internal, national and international standards and guidelines
Managing Relationships	<ul style="list-style-type: none"> • Work with internal and external stakeholders to enhance data quality, translations, new logs, analytics and problem solving • Building business partnerships across the NZIC including liaising with other teams to develop and enhance logging opportunities and improve security outcomes • Capability building and process improvement opportunities are identified and reported to relevant stakeholders • Communicate with other international partners to enhance the capabilities of the PMC and share knowledge • Liaise with NZIC & international partners, including contribution to working groups as and when required
Documentation	<ul style="list-style-type: none"> • Develop and maintain and document standard operating procedures and business practices
Health and safety (for self)	<ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from • A safe and healthy workplace for all people using our sites as a place of work

Key accountabilities	Deliverables/Outcomes
<p>harm</p> <ul style="list-style-type: none"> • 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"> • All requirements in the NZIC Health and Safety policy and procedures are met
<p>Other duties</p>	<p>Any other duties that fall within the scope of the position</p>

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • PMC team • IT Support/development teams • IT Security • Counter Intelligence • Personnel Security teams • System Owners • People Managers
External:	<ul style="list-style-type: none"> • New Zealand Intelligence Community • International Partners • Product Vendors • External government agencies as required

Person Specification	
Experience:	<p><i>Essential</i></p> <ul style="list-style-type: none"> • General scripting experience • Experience in writing analytical reports <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Code repository experience • Infrastructure support experience • Experience with XML and JSON formats • Experience with Java, Python, Bash and Ruby • Experience in security event information management environments

Person Specification	
	<ul style="list-style-type: none"> • Experience with audit and log analysis • Experience with web application development (PHP/SQL) and data base administrative experience • Experience with auditing and log analysis tools
Knowledge and Skills:	<p><i>Essential</i></p> <ul style="list-style-type: none"> • General scripting experience • Possess excellent communication and interpersonal skills • Experience in writing analytical reports • Excellent analytical skills <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience in security event information management environments • Experience with audit and log analysis
Qualifications and Courses:	<ul style="list-style-type: none"> • Tertiary level qualification (Bachelor level) in Information Technology, Computer Science, Software Development or equivalent experience
Specific Job Requirements:	<ul style="list-style-type: none"> • Must be suitable to be granted and retain a Top Secret Special (TSS) security clearance • Must hold New Zealand citizenship • Must be prepared to undertake both national and international travel • Willing to embrace and implement directed change • Possess a proven ability to work collaboratively • Be able to identify areas for process improvement • Demonstrate sound judgment, tact and integrity in dealing with sensitive issues • Able and willing to learn new and sometimes complex skills and new systems • Possess excellent organisational skills and the ability to prioritise and work to deadlines • Demonstrate resilience to operate under pressure and correctly identify and assess risk, and make justifiable operational decisions

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.

Date PD reviewed: 11/03/2019

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