New Zealand Intelligence Community
Te Rōpū Pārongo Tārehu o Aotearoa

nzic.govt.nz

Position Description

Production Analyst – Level 1

Business unit:	Production and Outreach
Position purpose:	This job is the entry level into the Production Analyst career path. With regular guidance and training, the job holder seeks, discriminates, correlates, prioritises and reports intelligence information, often received in a foreign language, on political, economic, and security matters affecting the well-being of New Zealand and its allies.
Direct reports:	Nil
Financial delegation:	Nil
Business unit overview:	The core activities of the Production business units involve:

- Analysing and translating communications intercept, and producing intelligence end product reports in accordance with Government requirements and cryptologic community standards and practices; and
- Production-related target research and development
- Maintenance and development of intelligence relationships

Remuneration indicator:	Band E
Date evaluated:	May 2015

NEW ZEALAND INTELLIGENCE COMMUNITY

GCSB mission and values

Our mission

Protecting and Enhancing New Zealand's Security and Wellbeing.

Our values

Respect, Commitment, Integrity, Courage.

Functional relationships

External contacts:	Internal contacts:
▪ Collaborating counterparts in collaborating agencies on production-related issues of mutual interest under supervision ▪ New Zealand-based customers as directed	▪ Production Supervisor ▪ Other Intelligence Production staff ▪ Compliance officer on nationality and legal matters ▪ Customer Relations staff on dissemination matters (including sensitivity checking), and in responding to intelligence requirements and customer feedback ▪ ICTS staff in maintaining information processing operations and resolving system faults

Objectives

The position of Production Analyst Level 1 encompasses the following major functions or objectives:

- Target Expertise
- Target Analysis
- Output
- Organisational Processes and Development

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:

▪ Target Expertise
  ▪ Acquiring a basic understanding of GCSB's organisational structure, legal and compliance framework and role within the wider Intelligence Community as relates to target area of responsibility
  ▪ Understanding telecommunication technology in use in target area of
	▪ Output is enriched through appropriate consultation with other GCSB elements
	
	▪ Compliance certification is obtained and kept up to date
	
	▪ Routine legal or compliance issues are identified in targeting, analysis and reporting, and appropriate advice is

responsibility and the corresponding intelligence capabilities which may be levied to exploit them

- Acquiring and maintaining language skills or cultural understanding required by target and applying knowledge appropriately to analysis and reporting
- Actively contributing to target knowledge and resources

sought

- Required intelligence training is completed
- Target communication devices and networks utilised in the target area of responsibility are successfully exploited to satisfy intelligence requirements
- Relevant language or cultural training is completed as required
- Individual awareness and relevant target resources are enriched through the identification and documentation of background and contextual information
- Analysis and reporting is appropriately enriched through target, linguistic and cultural knowledge

- Target Analysis
  - Identifying routine dataflow and collection quality issues
  - Maintaining selector tasking and appropriate documentation for target area of responsibility
  - Understanding analytical processes and use of intelligence tools relevant to target area of responsibility
  - Processing, assessing and prioritising intercept appropriately
  - Analysing routine information to contribute to the intelligence picture
  - Developing basic communications, language, behaviour and network profiles for targets

- Routine dataflow and collection quality issues are identified and appropriate consultation sought
- Tasking is appropriately managed and tasking documentation, such as targeting authority requests and collection justifications, incorporate analyst contributions
- Participation in formal and on the job training enhances analytical processes and use of analytical tools
- Relevant intercept is retrieved and transcribed or translated to produce intelligence End Product Reports, or to expand target knowledge bases or working aids
- Threat and time sensitive information is identified and highlighted
- Access, analysis and reporting are enhanced by identification of routine information regarding target relationships and networks
- Use of routine analytical methods and tools contributes to basic target communication, language, behaviour and

- Output
  - Evaluating and prioritising reportable intelligence appropriately
  - Recognising national sensitivities, nationality and legal privilege issues
  - Producing serialised intelligence reports using standard reporting formats common to target area of responsibility and high-risk formats under guidance
  - Ensuring output meets customer requirements in a timely manner
  - Sanitising reporting and producing tearlines as required by target area of responsibility
  - Conducting peer translation and report quality control
  - Adhering to information processing and retention procedures
  - Effective communication with Production and Outreach, and other GCSB personnel related to target area of responsibility, and customer and partner entities under guidance
  - Providing support for surge or non-routine events
- Organisational Processes and Development
  - Providing feedback on individual training requirements and existing training
  - Identifying and providing feedback on possible areas for improvement within own target area of responsibility
  - Understanding and adhering to GCSB Security procedures at all times
  - Understanding and adhering to classification and handling procedures common to target according to GCSB and partner

network profiles
- Reports are drafted with the correct format, priority, classification and customer distribution
- Reporting addresses customer requirements in a concise, accurate, compliant and timely manner
- Reporting is sanitised correctly
- Translation and report peer quality control edits are routinely conducted
- Reports and correspondence are appropriately filed
- Interaction with internal stakeholders is enhanced through analytical contributions
- Non-routine events are supported under guidance

- Formal and on-the-job training programmes are enhanced through analyst feedback
- Team processes and business practices are improved through analyst contributions
- IT application and tool development projects are enhanced through analyst participation
- Missing a corresponding point for "understanding and adhering to GCSB Security procedures at all times"?
- Information is handled within appropriate channels
- Output reflects a clear understanding of Production and Outreach, and other

protocols	GCSB personnel related to target area of responsibility
▪ Understanding how the target area of responsibility relates to GCSB and customer stakeholders ▪ Understanding the Intelligence Oversight structure	■ Output reflects a clear understanding of other intelligence and customer organisations of relevance to target area of responsibility ■ Able to clearly articulate the Intelligence Oversight structure which governs GCSB and other intelligence agencies

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning, .

Qualifications

Essential:	Desirable:
■ A tertiary qualification incorporating either foreign language study, international political affairs or economics.	■ Post-graduate study. ■ Translation or interpreting certification. ■ Foreign language proficiency accreditation.

Knowledge/experience

Essential:	Desirable:
■ Demonstrated written and oral communications skills. ■ An ability to analyse, synthesise, and summarise data. ■ An appreciation of current international political, economic, and security affairs, and a broad understanding of New Zealand's role and interests. ■ Excellent computer skills covering database management, MS Office and	■ A highly-developed knowledge and command of a foreign language of interest to the GCSB. ■ A highly-developed knowledge and command of a foreign language and a demonstrated aptitude for foreign language learning.

internet searches.

■ Demonstrated ability to understand and use new technology.

Personal attributes

■ An active interest in international affairs.
■ The ability to think laterally in solving problems.
■ Maturity, reliability, flexibility, and a sense of teamwork.
■ Willingness to learn additional foreign languages through full or part-time instruction.

Specialist competencies

The following levels would typically be expected for the 100% fully effective level:

Core **competencies**

Core competencies are based on and consistent with our values. They describe qualities that are common requirements for all GCSB staff at differing levels in the organisation, irrespective of their specialist skills or the particular requirements of their job. They are complemented by specialist competencies, which (where applicable) are set out in individual performance agreements.

All employees are measured against the following core competencies as part of performance development and review:

■ Security
■ Teamwork and leadership
■ Results focus
■ Communication and knowledge sharing
■ Professionalism
■ Innovation
■ Customer focus

In addition **collaboration** in the New Zealand Intelligence Community is critical for success in GCSB roles. Employees will also be measured against their ability to work together in the NZIC to achieve outcomes.

Changes to position description

Positions in the GCSB 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. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

Health and safety

GCSB is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in current Health and Safety legislation by taking all practicable steps to ensure:

a.   The employee's safety while at work; and

b.   That no action or inaction of the employee while at work causes harm to any other person.

Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to GCSB record keeping policy, standards, and procedures.

Employee: _____   Date: _____

Manager: _____   Date: _____