



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI

POSITION DESCRIPTION

Production Analyst – Level 1

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| Unit/Branch, Directorate: | Intelligence |
| Location: | Wellington |
| Direct reports: | Nil |
| Salary range: | E \$48,934 - \$73,400 |

Purpose of position: 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.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our values are Respect, Commitment, Integrity and Courage

Intelligence Directorate purpose: The core activities of the Intelligence Directorate are the planning and conduct of GCSB intelligence collection, processing, production, and distribution in accordance with agreed Government policy and requirements, and the overall coordination of New Zealand operational intelligence assets to meet national requirements.

The Directorate is also responsible for providing support to military operations, support to other agencies under section 13 of the Intelligence and Security Act and the operation of a 24x7 intelligence watch and warn service for the NZ Government.



| Key accountabilities | Deliverables/Outcomes |
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| <p>Analysis</p> <ul style="list-style-type: none"> • Understanding analytical processes and use of intelligence tools relevant to area of responsibility • Processing, assessing and prioritising intelligence appropriately • Analysing routine information to contribute to the intelligence picture • Maintaining currency in telecommunications technologies • Acquiring and maintaining language skills or cultural understanding and applying knowledge appropriately to analysis and reporting • Acquiring a basic understanding of GCSB's organisational structure, legal and compliance framework and role within the wider Intelligence Community as relates to area of responsibility | <ul style="list-style-type: none"> • Participation in formal and on the job training enhances analytical processes and use of analytical tools • Relevant intelligence is retrieved and processed to produce intelligence reports, or to expand knowledge bases or working aids • Threat and time sensitive information is identified and highlighted • Individual awareness and relevant resources are enriched through the identification and documentation of background and contextual information • Required intelligence training is completed • Relevant language or cultural training is completed as required • Analysis and reporting is appropriately enriched through linguistic and cultural knowledge • 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 analysis and reporting and appropriate advice is sought |
| <p>Output</p> <ul style="list-style-type: none"> • Evaluating and prioritising reportable intelligence appropriately • Producing serialised intelligence reports using standard reporting formats common to area of responsibility and high-risk formats under guidance • Ensuring output meets customer requirements in a timely manner • 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 area of responsibility, and customer and partner entities under guidance • Providing support for surge or non-routine events | <ul style="list-style-type: none"> • Reports are drafted with the correct format, priority, classification and customer distribution • Reporting addresses customer requirements in a concise, accurate, compliant and timely manner • 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 |
| <p>Organisational Processes and Development</p> <ul style="list-style-type: none"> • Providing feedback on individual training | <ul style="list-style-type: none"> • Formal and on-the-job training programmes are enhanced through analyst feedback |

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| <p>requirements and existing training</p> <ul style="list-style-type: none"> Identifying and providing feedback on possible areas for improvement within own area of responsibility Understanding and adhering to GCSB Security procedures at all times Understanding and adhering to classification and handling procedures according to GCSB and partner protocols Understanding how the area of responsibility relates to GCSB and customer stakeholders Understanding the Intelligence Oversight structure | <ul style="list-style-type: none"> Team processes and business practices are improved through analyst contributions IT application and tool development projects are enhanced through analyst participation GCSB security procedures are adhered to at all times Information is handled within appropriate channels Output reflects a clear understanding of Production and Outreach, and other GCSB personnel related to area of responsibility Output reflects a clear understanding of other intelligence and customer organisations of relevance to area of responsibility Able to clearly articulate the Intelligence Oversight structure which governs GCSB and other intelligence agencies |
| <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 GCSB'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 |
| Other duties | Any other duties that fall within the scope of the position |

Position delegation

Financial delegation:

None

Key stakeholders

Internal:

- Production Supervisor
- Other Intelligence Production staff
- Compliance Adviser
- Customer Relations staff
- ICTS staff

External:

- Counterparts in collaborating agencies
- New Zealand-based customers as directed

| Person Specification | |
|-----------------------------|---|
| Experience: | <ul style="list-style-type: none"> • Demonstrated written and oral communications skills • An ability to analyse, synthesise, and summarise data • Demonstrated ability to understand and use new technology • An active interest in international affairs |
| Knowledge and Skills: | <ul style="list-style-type: none"> • 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 internet searches • A highly-developed knowledge and command of a foreign language of interest to the GCSB is desirable • A highly-developed knowledge and command of a foreign language and a demonstrated aptitude for foreign language learning is desirable • The ability to think laterally in solving problems • Willingness to learn additional foreign languages through full or part-time instruction |
| Qualifications and Courses: | <ul style="list-style-type: none"> • A tertiary qualification incorporating either foreign language study, international political affairs or economics • Post-graduate study is desirable • Translation or interpreting certification is desirable • Foreign language proficiency accreditation is desirable |
| Specific Job Requirements: | <ul style="list-style-type: none"> • 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.

The position is aligned to the Analysis competency framework.

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. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 5/07/2018

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