



POSITION DESCRIPTION

SIGINT Security Advisor Level 1

Unit/Branch, Directorate:	SIGINT Services, Intelligence Directorate
Location:	Wellington
Direct reports:	Nil
Salary range:	F \$58,500 - \$87,750

Purpose of position: To implement SIGINT security policy through effective engagement with nominated customer agency Sensitive Compartmented Information (SCI) Security Officers and staff, including the provision of specialist advice and guidance on criteria for approval of access to GCSB material and on other specialised security matters. The jobholder is also responsible for the management and administration of specialised briefings and education for GCSB, NZIC and customer agency personnel.

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
<p>SCI Clearance Delivery, Advice and Education Assisting senior specialised security officials to communicate security credentials via appropriate channels to allow visits to proceed at the right security level, by</p> <ul style="list-style-type: none"> • contributing to effective engagement with specialised departmental security officials and other officials to provide appropriate advice, education and support to enable them to properly protect and use GCSB’s material in accordance with GCSB’s policy, including: <ul style="list-style-type: none"> – responding to requests from NZIC and customer agency staff regarding travel to countries of security concern, including providing pre-travel briefings – collaborating with other sector business units to provide customers with policy guidance and advice on SCIF security matters – assisting departmental SCI security officials with investigation and remediation of SCI security incidents and breaches, in conjunction with other sector business units 	<ul style="list-style-type: none"> • Visitors to and from New Zealand are certified in a timely and accurate manner that adds value to their travel, and ensures confidence that people hold the levels of access required for that travel • Key personnel, including departmental SCI security officials in the wider NZIC, receive accurate and timely advice and guidance on how to notify changes to staff records, and how to certify security credentials to domestic and international partners • GCSB and other NZIC agency staff have a good understanding of the policies and system used for SCI clearance delivery and certification • Customers are supported with effective clear advice and guidance which enables them to understand and comply with SCI clearance notification requirements
<p>SIGINT Access Briefings and Education Assisting senior SCI security officials in the process for considering and approving (or declining) requests for SCI Access through:</p> <ul style="list-style-type: none"> • Processing requests for access promptly and according to established processes • Identifying non-routine request cases and escalating these as appropriate • Considering and approving or declining requests in routine cases • Preparing and conducting access briefings that effectively inform those being briefed of SCI security vulnerabilities and educate them about relevant security measures • Ensuring that those being briefed for SCI access understand and accept their responsibilities to protect SIGINT • Ensuring that the NZIC workforce remain fully informed about SCI security risks and how to mitigate those risks, by developing 	<ul style="list-style-type: none"> • Requests for SCI access for individuals from Departments are coordinated and approved as appropriate, seeking advice from approving authorities where requests are potentially contentious • SCI presentations are relevant and professional and tailored to the needs of those being briefed • New NZIC staff and GCSB customers and officials are comprehensively briefed and educated regarding their responsibilities to protect SIGINT and the protection measures required to ensure that SCI remains secure • NZIC staff participate in regular security refresher training that is relevant and up-to-date on security risks and mitigations

<p>and delivering a regular programme of security refresher training.</p>	
<p>Administration of specialised records Assisting senior SCI officials to provide assurance to GCSB that SIGINT information is appropriately protected, through:</p> <ul style="list-style-type: none"> • Ensuring that all decisions to grant or revoke SCI Access are accurately recorded in relevant systems • Maintaining the integrity of relevant records through establishment and implementation of procedures for controlled access to specialised systems and synchronisation with other systems in the sector as appropriate • Reviewing and managing the list of persons authorised to access those systems on a strictly need-to-know basis 	<ul style="list-style-type: none"> • GCSB’s security credential records are maintained in accordance with GCSB policy and provides an authoritative record of those briefed for SCI access in New Zealand • Records of requests for SCI access are properly managed in accordance with relevant policy, including decisions to approve/ decline/ withdraw • Relevant records systems are synchronised with information in other systems in the sector as needed • Access to those systems is strictly controlled in accordance with validated need-to-know
<p>SCI Security Systems</p> <ul style="list-style-type: none"> • Assisting in the continual improvement of assigned SCI security systems and procedures with the goals of simple, reliable systems • Assisting the Senior Advisors and Principal Advisor in the provision of specialist advice on SCI security matters to senior GCSB officials and the wider NZIC management and staff, as required ▪ Assisting in the development and presentation of seminars and training courses for GCSB and other NZIC agency staff on SCI security subjects 	<ul style="list-style-type: none"> • The systems, policies and procedures needed for SCI security are effective, widely used and contribute to lean, efficient SCI management • Senior managers and Senior Leadership Teams are provided with expert, reliable advice that enables them to discharge their SCI Security responsibilities and manage risks effectively • SCI Familiarisation, SCI Security Officer, and SCI security marking training is delivered in a timely, accurate and professional manner
<p>Team Membership and Subject Matter Expertise</p> <ul style="list-style-type: none"> • With the agreement and support of their manager and senior team members, developing an area of subject expertise that is beneficial to GCSB and in professional development • Demonstrating GCSB values and acting as a role model • Managing their own time and workload, being punctual and demonstrating a strong work ethic • Participating in team activities as required 	<ul style="list-style-type: none"> • The jobholder is gaining expertise in areas of benefit to the GCSB and their personal development • Personal training development plans are up to date and relevant to their progression through the competency and progression frameworks • The jobholder clearly demonstrates GCSB values • The jobholder understands their contribution to the GCSB and Unit / Directorate business plans • The jobholder is a valued and productive member of their team

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<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:	<ul style="list-style-type: none"> • Director–General GCSB and senior officials, particularly relevant Tier 2 Managers • Intelligence Directorate Managers, Supervisors and Analysts • other internal and community business units in the sector
External:	<ul style="list-style-type: none"> • GCSB customers within the intelligence community and beyond. • Domestic partner intelligence agencies. • Domestic agencies that are approved to receive SIGINT products and services. • International partner agencies.

Person Specification	
Experience:	<ul style="list-style-type: none"> • A minimum of 5 years intelligence community experience • A sound understanding of SCI security policies, standards and practices, and a good appreciation of the threat environment as it pertains to New Zealand and international partners • A good understanding of GCSB legal and compliance frameworks - doctrine,

	<p>policies and guidance;</p> <ul style="list-style-type: none"> • Good knowledge of the corresponding SCI security requirements in place in other partner agencies; and • A sound understanding of the NZ Intelligence Community. • A current and comprehensive familiarity with international political, economic and security affairs, New Zealand's role and interests in the world community, and New Zealand and allied customer organisations and intelligence requirements; is desirable. • Understanding of the technology infrastructure supporting SCI and the role it plays in ensuring policies are followed; and • Experience working in an information security or intelligence role in another partner agency; is desirable.
<p>Knowledge and Skills:</p>	<ul style="list-style-type: none"> • An aptitude for both creative and analytical thinking when problem-solving, and the ability to apply intellectual rigour to issues under consideration; • The ability to authoritatively and tactfully represent the GCSB when engaging with customers, the wider intelligence community and partner agencies; • Excellent written and oral communication skills, including a high-level appreciation of English grammar and usage; • Maturity, sound judgement, flexibility and a sense of teamwork in a demanding and unpredictable work environment which involves urgent problem resolution; and • Attention to detail and a commitment to accuracy and excellence.
<p>Qualifications and Courses:</p>	<ul style="list-style-type: none"> • A tertiary qualification in international relations, information security or another relevant area, or equivalent, relevant work experience. • Demonstrated professional competency as a Level 2 or above expert in another Intelligence or Information Security

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	discipline is desirable. <ul style="list-style-type: none">• A recognised risk management qualification is desirable.
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a Top Secret Special security clearance

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: 7/06/2018

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