



Position Description

Software Engineer

Position purpose:	The Software Engineer is responsible for: <ul style="list-style-type: none">• The integration of applications;• development of systems; and• contributes to the lifecycle support of such.
Directorate:	Intelligence Directorate
Directorate overview:	The Intelligence Directorate (ID) of NZSIS provides secret intelligence and intelligence assessments to help meet the security and intelligence collection requirements of New Zealand as articulated in the New Zealand Intelligence Community (NZIC) Joint Statement of Intent (JSOI). ID is focused on protecting New Zealand from harm and providing decision makers with unique and otherwise inaccessible information that is timely, useful and relevant. To achieve this ID includes investigative, collection and analytical functions in support of domestic security and foreign intelligence requirements.
Staff management:	Nil
Financial authorities:	Nil
Remuneration indicator:	Bands G, H and I

Mission and values

Our mission

Keeping New Zealand and New Zealanders safe and secure

Our values

Collaborative, Courageous, Positive, Driven and Self-aware

Functional relationships

External contacts:

- Counterparts within the wider New Zealand Intelligence Community and central government agencies, as required
- Software development contractors and tool providers

Internal contacts:

- IT Manager
 - IT/IE support staff
 - Other NZSIS staff and managers as necessary
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Role Expectations and Scope

In terms of scope, the Software Engineer can be responsible for a specific application for which they should be able to become the lead support person, or may work to support a number of applications as the need arises. The majority of the role will involve small sized development projects and quality assurance responsibilities. While a non supervisory role, the job holder will be required to supervise and mentor new graduates within the team.

Issues within this role are often well defined, but the method of resolving those issues can be unclear at times. The job holder needs to be able to apply independent thinking and initiative to deal with these scenarios.

Objectives

The position of Software Engineer encompasses the following major functions or objectives:

- Analyse requirements, design, build, test and implement solutions
- Customer service and lifecycle support
- Documentation
- Mentoring and subject matter expertise
- Internal and external relationships

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:**Analysis of requirements, design and implement IE solutions****Jobholder is successful when:**

- Customer requirements are accurately and sufficiently translated into design specifications and implementation proposals
 - The full range of solutions is investigated from which the best option is recommended
 - Software development solutions meet customer expectations in terms of functionality and delivery timing
 - No known critical defects are released to production systems
 - Test plans reflect customer requirements and pass
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Customer service and lifecycle support	<ul style="list-style-type: none"> with minimal reiteration of development effort • Research results are accurate and complete • Problems are minimised through proactive maintenance and continuous improvement • Input is provided into road-maps for assigned systems • Maintenance issues are addressed satisfactorily • Customers and counterparts value the business benefits derived from the delivered capabilities
Documentation	<ul style="list-style-type: none"> • Knowledge of systems developed or supported is effectively transferred to the organisation through system documentation, operating procedures and comprehensive technical reports • Systems are documented to the required standard for certification • Documentation is maintained at the necessary detail and accuracy to contribute to lifecycle support
Mentoring and subject matter expertise	<ul style="list-style-type: none"> • Acts as an Advisor on matters relating to field of expertise internally • Makes active contribution to Branch business planning in area of expertise
Internal and external relationships	<ul style="list-style-type: none"> • Effective relationships with internal and external stakeholders are developed and maintained • Manager and colleagues are kept informed of relevant issues that have an impact on the team • Strong and constructive relationships with all levels of the NZIC are developed, maintained and enhanced

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development process. It is also expected that the jobholder will undertake other duties that can be reasonably be regarded as relevant to the position, and the jobholder's 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 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:
<ul style="list-style-type: none">• Tertiary qualification in a technology field (i.e. Computer Science, Information Systems, Information Management) or demonstrated equivalent work experience	<ul style="list-style-type: none">• Formal qualifications in Software Development (Agile Methods, Lifecycle processes)• Oracle Certified Java developer

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none">• 3 years' experience in a relevant IT/IE development position, after completing qualifications.• Web Development.• Experience with:<ul style="list-style-type: none">○ Javascript○ .Net○ SQL○ Linux○ Software testing○ Use of Source Control Systems• Demonstrated high levels of integrity and an ability to obtain and maintain a TSS security clearance.	<ul style="list-style-type: none">• Experience with:<ul style="list-style-type: none">○ Java○ Oracle/Postgress/MySQL/MS SQL/Mongo DB○ Python○ Pearl○ Powershell○ C#/.Net etc.• Demonstrated efforts to keep informed with software updates (e.g. through attendance at formal training courses, software specific user groups)

Personal attributes

- Strong analytical and problem solving skills.
 - Ability to see a task through to completion with minimal supervision.
 - Strong communication skills, both verbal and written.
 - Excellent self discipline and personal integrity.
 - A high attention to detail alongside well developed research, planning and organising skills.
 - Ability to mentor others and provide leadership when required.
 - Ability to occasionally work outside of normal business hours to meet operational commitments.
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- Personal resilience and an ability to work in a fast-paced team environment.
- Strong mission focus with a professional, can-do approach.
- Ability to work independently using sound judgement and initiative.
- Proven ability to work as a member of a successful team.

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

Health and safety

We are 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 the 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 organisational record keeping policy, standards, and procedures.

Employee: _____

Date: _____

Manager: _____

Date: _____
