



POSITION DESCRIPTION

GCSB Technical Analyst Mission Support (Level 1)

Unit/Branch, Directorate: Intelligence Directorate

Location: Wellington

Direct reports: Nil

Salary range: F \$58,500 - \$87,750

Purpose of position: The Technical Analyst role is a multi-level position (F, H and I) within the Technical Analysis sub family. The job holder will undertake detailed analysis of various types of data and technical information to support intelligence efforts, applying data science, computer science and/or network analysis techniques, as defined in the Analysis Job Family Competency Framework, and as relevant to their team's function.

A Technical Analyst Mission Support is responsible for the discovery, identification, collection and analysis of RF communications, including analysing communication and technology behaviours and networks of interest. The purpose of this analysis is to support customer requirements and discover new intelligence leads, opportunities, and enhance coverage and maximise value from available data. A Technical Analyst will regularly extend their expertise into unfamiliar, and technically complex, areas of communications of interest, apply high-end analytic expertise to the development of new tools or techniques for the analysis of communications and data, and educate the broader analytic workforce in the use of those tools and techniques.

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.

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Key accountabilities	Deliverables/Outcomes
<p>Identification, Collection, Processing and Reporting of Radio Frequency (RF) Communications.</p> <ul style="list-style-type: none"> • The operation of a number of RF collection systems for collecting signals in the RF and SATCOM environments. • The identification and collection of RF communications specific to customer requirements. • Assist in identification, collection and analysis of communications. • Detailed analysis is conducted on new communications where necessary, and documented in appropriate databases. • The ability to conduct analysis of technical datasets using existing software, and to contribute to team development of new tools. 	<ul style="list-style-type: none"> • Mission systems are correctly configured and relevant RF signals are identified. • Collection decisions related to networks are supported by technical analysis. • Survey results are validated and relevant databases are reliably populated in a timely manner. • All tasks are conducted and logged in accordance with GCSB standard operating and compliance requirements. • The analyst has demonstrated some ability in tradecraft and tool development.
<p>Tradecraft Advancement and Network Analysis Capability Development</p> <ul style="list-style-type: none"> • Following standard procedures and existing practices, documenting research and tradecraft in appropriate repositories such that it is accessible to and reusable by future analysts. • Working with relevant stakeholders to acquire data needed to support technical analysis. • Using tools to maximise and enhance the use and utility of the data available. • Contributing ideas to enhancing the utility and functionality of existing tools for analysts across GCSB. • Contributing to the introduction into GCSB service of new technical analytic tools, technologies and tradecraft. • Pursuing self-development in support to assigned tasks; and reflecting acquired knowledge back to the team, through informal training and documentation. 	<ul style="list-style-type: none"> • Research is freely available to the appropriate set of analysts, and reusable for other tasks. • Analytic processes are documented in a way that makes them comprehensible to an outside observer and repeatable by future analysts. • The analyst participates in acquisition of tools and data required to solve current and upcoming problems. • The analyst is able to conduct technical and network analysis using a range of tools and applications. • The analyst is proactive in the development of their knowledge and expertise, through the acceptance of guidance from more senior analysts, the use of open source information, and internal training opportunities. • The analyst engages with their team leader and senior analyst(s) to highlight gaps in their expertise which cannot be filled without additional resources. • The analyst feeds the result of their training back into team knowledge, through the documentation of tradecraft and/or the delivery of informal training.

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<p>Cross Unit Engagement and Knowledge Sharing</p> <ul style="list-style-type: none"> • Engaging with team leaders and other Intelligence directorate analysts on a regular basis to communicate tradecraft developments, and clarify, amend and refine requirements, such that it meets their needs. • Ensuring the team has an awareness of relevant general communications technology trends likely to impact on analysis. • Producing formal and informal reporting findings of technical analysis to customers and stakeholders, to ensure they are fully informed of these results in a timely manner. • Support introduction into service of new capabilities, analytic tools and platforms through training and coaching. • Engaging with partner teams to elicit feedback and requirements, and discussing them with Technical Leader to ensure appropriate improvements are made to team business processes. 	<ul style="list-style-type: none"> • The analyst acts on a clear and comprehensive understanding of how their work relates to organisational need. • Tasks undertaken by the analyst are effectively aligned to operational requirements. • Mission teams are informed and engaged in the analytic process, and use outputs to shape intelligence outcomes. • The results of technical analysis are documented in a compliant manner, which is useful to the intended customer and meets the underlying organisational need. • Feedback is obtained as to the usefulness of technical analysis tasks. • The analyst shares knowledge of tools, tradecraft and techniques with Production and other GCSB units. • Analysis and output exhibits continuous improvement, based on comprehensive customer feedback.
<p>Liaison and Collaboration</p> <ul style="list-style-type: none"> • Representing The Branch in relevant external forums in a mature and professional manner. • Representing The Branch in Intelligence Directorate meetings and forums, and reporting relevant information from those meetings back. • Participating in relevant Cryptologic community and New Zealand Government agencies work groups on discovery-related matters, particularly in relation to the development of target analysis tradecraft and shared data repositories and tools. • Collaborating with teams, both within GCSB and across the Cryptologic community, on tasks and topics of mutual interest. 	<ul style="list-style-type: none"> • The analyst’s representation on external forums is sincere and transparent, and engenders confidence in the organisation and its employees. • GCSB forums can easily engage with The Branch, through the representing analyst. • Relevant information from GCSB forums is reported back in an effective and timely manner. • Activities at GCSB are integrated with other areas of work across the Cryptologic community, through the analyst’s engagement.
<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. 	<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

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<ul style="list-style-type: none"> • Cooperate in implementing return to work plans. • Be a visible role model at all times. • Follow GCSB's safety rules and procedures. 	
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Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Branch staff and leadership • Intelligence Directorate staff
External:	<ul style="list-style-type: none"> • NZIC partners • International counterparts

Person Specification	
Experience:	<ul style="list-style-type: none"> • Demonstrated written and oral communications skills. • Proven ability to be self-motivated and work as part of a small team in a technical environment. • Results oriented and committed to task. • Critical and logical thinking, and practical problem solving skills. • Willingness and ability to learn new and complex skills in a fast changing, technically demanding profession. • Effective time management and the ability to prioritise tasks.
Knowledge and Skills:	<ul style="list-style-type: none"> • The ability to analyse diverse information sets, derived from a range of information sources, to reach sound analytical conclusions. • The capacity to conduct on the job training in the use of analysis tools and techniques. • An understanding of the technology underpinning modern telecommunications networks including transmission media and common protocols is desirable. • Technical understanding of dominant and emerging technologies shaping the commercial communications landscape is desirable. • The ability to conduct analysis of large and

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	<p>diverse datasets using software, and to contribute to the development and introduction into service of new tools is desirable.</p> <ul style="list-style-type: none">• Knowledge of RF Spectrum use, propagation and modulation techniques is desirable.• An appreciation of current international political, economic, and security affairs, and a broad understanding of New Zealand's role and interests is desirable.
Qualifications and Courses:	<ul style="list-style-type: none">• A relevant degree with an analytical or technical focus, e.g. computer science, engineering, mathematics.
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: 20/12/2018

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