



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### NZSIS Open Source Specialist

Unit/Branch, Directorate: Intelligence Directorate

**Location:** Wellington

**Reporting to:**

**Direct reports:** None

**Salary range:** G \$68,316 - \$102,474

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**Purpose of position:** The Open Source Specialist is responsible for leading open source delivery at NZSIS; supporting the development and delivery of open source training at NZSIS; and representing NZSIS interests with key partners domestically and internationally. The Open Source Specialist will also assist with the development and operational management of data analytic capabilities within the NZSIS.

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**Our mission** at the NZSIS is to keep New Zealand and New Zealanders safe and secure

**Our values** are Collaborative, Courageous, Positive, Driven and Self-aware

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**Intelligence Directorate purpose:** 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 (JS01). 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.

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New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

Key accountabilities	Deliverables/Outcomes
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> <li>• <b>Follow</b> NZSIS's safety rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>
<p>Providing leadership for NZSIS specialist open source capabilities</p>	<ul style="list-style-type: none"> <li>• Open source intelligence requests are handled in accordance with open source policies</li> <li>• Open source reports meet client expectations</li> </ul>
<p>Open source policies and training</p>	<ul style="list-style-type: none"> <li>• Open source policies are written and maintained with assistance from relevant parties such as PERSEC</li> <li>• Where appropriate open source training and advice is delivered to NZSIS staff and other government agencies</li> </ul>
<p>Open Source leads on tools</p>	<ul style="list-style-type: none"> <li>• New tools are identified, assessed, implemented and trained</li> </ul>
<p>Media monitoring</p>	<ul style="list-style-type: none"> <li>• NZSIS staff are kept updated on topics of national security interest</li> </ul>
<p>Relationship management</p>	<ul style="list-style-type: none"> <li>• Continue to be recognised as the coordination point for the development of open source expertise for NZSIS and across the NZIC</li> <li>• Internal and external stakeholders report positive and effective working relationships</li> </ul>
<p>Data analytic support</p>	<ul style="list-style-type: none"> <li>• Data analytics becomes a fundamental component of NZSIS' investigative / operational cycle</li> <li>• Innovative solutions are developed and implemented to meet technical requirements</li> <li>• Commercial and partner tools, applications and systems are consistently applied to meet NZSIS requirements</li> <li>• Reports are produced in a timely manner that are aligned with requirements levied by operational areas</li> </ul>

Position delegation	
Financial delegation:	None
Key stakeholders	
Internal:	<ul style="list-style-type: none"> <li>NZSIS staff across all relevant Directorates and Units</li> </ul>
External:	<ul style="list-style-type: none"> <li>Open source counterparts within NZ Government including NZIC</li> <li>International open source counterparts</li> <li>Suppliers of tools and databases</li> </ul>
Person Specification	
Experience:	<ul style="list-style-type: none"> <li>A minimum two years experience in the New Zealand Intelligence Community preferably with at least some of this experience in the NZSIS</li> <li>Experienced user of open source for tactical operations/ investigations and/or experience in a relevant technical role e.g. digital forensics</li> </ul>
Knowledge and Skills:	<ul style="list-style-type: none"> <li>A sound understanding of the use of open source and other forms of digital intelligence in meeting intelligence requirements</li> <li>Familiarity with the role of the NZSIS in the New Zealand Intelligence Community, the New Zealand Government and the International Open Source/Data Analytics community</li> </ul>
Qualifications and Courses:	<ul style="list-style-type: none"> <li>Minimum of an undergraduate degree. A degree or equivalent technical experience in a related field is desirable (e.g. computer science, data science, data analytics)</li> <li>Previous open source training course(s)/or other course relevant to open source or data analytics</li> </ul>
Specific Job Requirements:	<ul style="list-style-type: none"> <li>Ability to obtain and maintain a TSS security clearance</li> </ul>

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

Date PD reviewed: 31/10/2018

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