



GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI

## POSITION DESCRIPTION

### Infrastructure Lead

**Unit/Branch, Directorate:** Infrastructure, Intelligence Directorate

**Location:** Wellington

**Direct reports:** Yes

**Salary range:** J \$106,860 - \$160,290

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#### **Purpose of position:**

Infrastructure Leads are responsible for leading the development and maintenance of infrastructure capabilities in support of GCSB's activities. Further, they direct and mentor infrastructure unit staff and ensure the technical health of the unit.

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

**Our values** are Respect, Commitment, Integrity and Courage

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**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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New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
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Key accountabilities	Deliverables/Outcomes
<b>Team Leadership:</b>	
<ul style="list-style-type: none"> <li>Effectively lead members of the infrastructure teams, to enable successful results across the unit. Promote a positive, cohesive team environment where individuals demonstrate the core values of the GCSB. Ensure any impediments are identified and rectified</li> <li>Effectively manage workloads</li> <li>Enable individuals to complete their tasks through analytic, technical and personal development and training. Ensure a technical training curriculum is designed and implemented for all unit staff</li> <li>Ensure performance objectives, reviews and discussions are completed in line with Bureau policies and procedures for all direct reports</li> <li>Demonstrate the stated values of the organisation in all aspects of their representation of the team and GCSB</li> <li>Support supervisors to achieve objectives, identify personal development opportunities, recognise areas of improvement and establish solution based outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Staff are motivated and engaged with a clear understanding of the technical requirements that meet unit and organisational objectives</li> <li>Staff are appropriately trained to meet unit objectives</li> <li>Team members understand and demonstrate Bureau values in their day to day work</li> <li>Unit and staff performance is continuously monitored. The unit is performing to its' expected potential and organisational values are represented appropriately and respectfully. Any variance is addressed fairly and within an appropriate timeframe</li> <li>Team members have a training and development plan that is carried out in conjunction with People Capability</li> <li>Staff are fully informed on relevant information and organisation policies and procedures are complied with</li> <li>Supervisory skills are progressed as a result of mentoring and training</li> <li>New staff are comprehensively inducted so that they are productive and comfortable in their role within an appropriate timeframe</li> </ul>
<b>Directing the development and maintenance of infrastructure capabilities:</b>	
<ul style="list-style-type: none"> <li>Provide direction and mentoring for infrastructure unit staff</li> <li>Manage the daily development and sustainment activities of infrastructure teams using appropriate methodologies including Agile processes</li> <li>Development and maintenance of, infrastructure platforms</li> <li>Provide expert oversight of the engineering, integration, and maintenance of infrastructure solutions</li> <li>Ensure technical solutions are optimised through engagement with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Capability development is focused on enhancing and maintaining the business requirements of the Intelligence Directorate</li> <li>Research and development efforts are prioritised to make the most effective use of the team's resources</li> <li>Guidance and mentoring are being provided to team members</li> <li>Infrastructure platforms are available when required</li> </ul>

<p><b>Researching and developing new technologies and approaches to enhance GCSB's infrastructure capabilities:</b></p>	
<ul style="list-style-type: none"> <li>• Lead complex system design and implementation activities including the management of resources to ensure capability delivery</li> <li>• Ensure activities are conducted in accordance with all relevant authorisations, legal, and compliance requirements</li> <li>• Collaborate with other Intelligence Directorate units to leverage their knowledge and expertise as required to develop infrastructure capabilities</li> <li>• Provide development and technical support to partners as appropriate</li> <li>• Provide other areas of the GCSB with specialist assistance on technical matters as required</li> </ul>	<ul style="list-style-type: none"> <li>• Activities are conducted in strict accordance with legal authorities and comply with the provisions of GCSB policy</li> <li>• The business plan and relevant SOPs for the unit are complete and up-to-date</li> <li>• Research and development activities are being carried out efficiently and effectively to meet requested intelligence requirements</li> <li>• Domestic agencies of Government are being effectively supported</li> <li>• Other areas of GCSB are being effectively supported as appropriate</li> <li>• Technical strategies, plans and papers are written to further strategic capability development</li> <li>• New capabilities are successfully integrated into existing platforms as appropriate</li> </ul>
<p><b>Customer and partner relationships:</b></p>	
<ul style="list-style-type: none"> <li>• Enhance GCSB's reputation through representing the Bureau at relevant domestic and international fora</li> <li>• Proactively engage with stakeholder units to ensure that activities are focused on contemporary and relevant requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback provided on GCSB input into fora is positive</li> <li>• Developed capability is capable, high value and timely</li> </ul>
<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 visible role model at all times</li> <li>• Follow GCSB's safety rules and procedures</li> </ul> <p><b>Health and safety (for team):</b></p> <ul style="list-style-type: none"> <li>• Inform, train and equip staff to carry out their work safely</li> <li>• Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>• Assess all hazards promptly and ensure</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>

they are managed	
Other duties	Any other duties that fall within the scope of the position

### Position delegation

Financial delegation:

None

### Person Specification

Experience:

- A minimum of 10 years' experience as a practitioner in a systems engineering development role and at least 5 years developing complex ICT capabilities requiring a mix of technical systems engineering skillsets
- ICT systems design experience with a focus on designing and implementing a range of security-in-depth techniques
- Experience in Linux systems administration at the RHCE level or equivalent and one or more of the following areas is required
- Previous experience leading or managing a team
- Experience leading multi-disciplinary technical teams, preferably systems engineering focused teams is desirable
- Experience in the development and delivery of formal and/or informal technical training and coaching is desirable
- Experience in managing technical projects is desirable
- IT security experience in either the commercial or government sectors is desirable
- Experience representing agencies in domestic and international fora is desirable

Knowledge and Skills:

- Virtualisation administration at the VCP/RHCVA level or equivalent
- A good understanding of security standards and practices including the NZISM
- Infrastructure provisioning tools such as Puppet, Chef or Ansible
- Network administration at the CCNP level or equivalent

<p>Qualifications and Courses:</p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• A tertiary qualification in an ICT field such as computer science, engineering, telecommunications, or information science/technology, or equivalent learning through experience</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• A postgraduate degree in an ICT field</li> <li>• ICT industry related qualifications such as RedHat Certified Engineer, VMware Certified Professional and/or Cisco Certified Network Professional</li> <li>• Qualifications in Project Management, such as PRINCE2</li> <li>• Formal training qualifications</li> </ul>
<p>Specific Job Requirements:</p>	<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 Information Engineering 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: 25/10/2018

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