**GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU**
TE TIRA TIAKI

POSITION DESCRIPTION

Team Leader, Engineering - Development, Integration & Assurance

Unit/Branch, Directorate: Engineering DIA, Technology Directorate

Location: Wellington

Salary range: I $90,366 - $135,548

Purpose of position: The Team Leader, Engineering - Development, Integration & Assurance (DIA) is responsible for leading, developing and managing the staff that supports, maintains and engineer systems within the Technology Directorate. This includes, system development, deployment, integration and management.

This position liaises closely with other teams across the Directorate to ensure fit-for-purpose systems are developed for Technology Directorate customers.

The Team Leader, Engineering DIA will also operate as a technical lead and/or subject matter expert in providing end to end advice and support in respect of one or more areas of software development, technical integration, IT security and assurance, or testing.

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

Our values are Respect, Commitment, Integrity and Courage

Technology Directorate purpose: Technology Directorate delivers technology for GCSB, NZSIS and the wider intelligence and security sector. The Directorate's purpose is to ensure that mission requirements are met today and in the future, targeting relevant strategic objectives. The Directorate's work encompasses engineering, data/information management, end-user support, software development, service delivery management, project management, provision of cryptographic infrastructure, and more. The Directorate operates in service and capability terms – e.g. attending to policy, process and implementation pre-requisites as much as pure technology or particular systems. The Directorate leads information management for GCSB, including in compliance terms.

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Key accountabilities	Deliverables/Outcomes
People leadership and management	• Efficient and secure delivery of all activities undertaken in pursuit of GCSB and NZSIS objectives • Ensure team members understand the requirements of their work, and are equipped with tools and training required for successful performance and effective decision making • The team works collaboratively and co-ordinates effectively with other GCSB and/or NZSIS teams and partner agencies • Effectively lead, develop, coach and manage employees and positively influence their progress towards successful results • All team members have meaningful development plans and receive regular feedback on progress • Employee issues (including non-performance) are successfully addressed • Personal development opportunities are identified and pursued with team staff • Effectively manage workloads to ensure they are equitable and appropriate to individual skill sets and levels • Ensure new staff are welcomed into the team and a complete and comprehensive induction is undertaken • Model the principles of security and GCSB Values in all aspects of work • Commitment to exploring opportunities for continuous improvement
Technical Leadership • Liaison with other technical leads across the Directorate, the wider GCSB, NZSIS and wider sector to ensure strong technical solutions are delivered • Liaison with partner Technical Leaders to ensure that Directorate systems and applications are interoperable and future proofed • In conjunction with Principal Engineers, maintain oversight of technical development for the team • Contributing to software development, testing and security assurance tradecraft and institutional knowledge through acting as a subject matter expert in one or more of software development, testing, IT	• Technical capabilities delivered by the team meet non-functional and functional requirements • Technology risk in projects and for production systems is minimised • Technologies developed meet enterprise requirements • New 'first of' technical capability refinements are forecast and implemented in an approved and risk-managed manner • Knowledge across the team is documented and effectively transferred to the GCSB and NZSIS through system documentation, operating procedures and comprehensive technical reports

security assurance, or technical integration • Proactive research and assessment of the potential benefits and/or impact of new developments in the Intelligence community and commercial technology relevant to agreed business outcomes • Providing technical advice and guidance to other teams and staff members on the integration of capabilities and end-to-end system performance	
Project Implementation • Implementing projects to the necessary standard using an approved methodology • Contributing expertise to wider GCSB and NZSIS projects as required	• Project deliverables are implemented according to best practices with deliverables successfully transitioned to the customer to their satisfaction. • Training and lifecycle support mechanisms are in place
Health and safety (for self) • 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 **Health and safety (for team):** • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed	• A safe and health workplace for all people using our sites as a place or work • All requirements in the NZIC Health and Safety policy and procedures are met
Information and Data Management • Understand and comply with requirements to keep full and accurate records • Understand and comply with requirements to appropriately access and handle intelligence reporting and data • Follow GCSB's and NZSIS' rules and procedures for information management and handling	• The Agencies requirements for evidence of their activities and decisions are met • Access to, use of and sharing of information and data is managed appropriately in line with legal and business requirements
Other duties	Any other duties that fall within the scope of the position

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Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	• Unit Manager, Development, Integration & Assurance • Team Leaders within Technology Directorate • Principal Engineers • Software Developers • IT Security and Assurance • Unit Manager, Service Delivery • Intelligence Directorate Staff • Information Assurance and Cyber Security Directorate staff • Intelligence Community Shared Services staff • Technology Investment Committee • Technical Standards Authority
External:	• Vendors and Industry Partners • Counterparts within the wider New Zealand Intelligence Community and central government agencies, as required • Other partner intelligence agencies as required • Telecommunications Service Providers

Person Specification	
Experience:	• Significant relevant experience in Computing, Information Technology, Cryptographic or Telecommunications including solid experience as a Software Developer or IT Security Specialist or equivalent technical role • Experience in managing and motivating high performing technical teams • Proven development and deployment experience for large software solutions (desirable)
Knowledge and Skills:	• Excellent written and oral communication skills • Self-motivated with excellent planning and organisational skills; and the ability to

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	prioritise tasks to meet deadlines and effectively manage changing priorities • Excellent interpersonal skills with the ability to liaise confidently and professionally with a diverse range of people • Professional customer orientation with a strong commitment to providing a high standard of customer service • A high level of accuracy and attention to detail • Agile, adaptable and flexible • Proven ability to work independently using sound judgement and initiative; and collectively within a team environment • Computer programming skills e.g. C/C++, Java, Python, scripting languages (desirable) • Successful project management of system development (desirable) • Understanding of service management frameworks, such as ITIL (desirable)
Qualifications and Courses:	• Tertiary degree in computer science or engineering majoring in telecommunications or electronics or equivalent (e.g. NZCE with relevant work experience) • A post-graduate qualification in engineering (desirable) • Registration as a professional Engineer (desirable)
Specific Job Requirements:	• 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 Frontline Leader competency framework.

Changes to Position Description

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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: July 2018

Signatures		
Manager's Name		
Signature		Date:

Employee's Name		
Signature		Date:

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