



POSITION DESCRIPTION

| | |
|-------------------------|---|
| Position Title: | Linguist Analyst – Level 1 |
| Business Unit: | Signals Intelligence |
| Responsible To: | Signals Intelligence Supervisor |
| Responsible For: | No staff |
| Job Purpose: | This job is the entry level into the Linguist Analyst career path. The role of the Linguist Analyst is to quickly and effectively recognise and report information which meets national foreign intelligence requirements. |
| Business Unit Overview: | The core activities of the Linguist business units involve: <ul style="list-style-type: none">▪ Analysing and translating communications, and producing reports in accordance with Government requirements; and▪ Related research and development. |
| Remuneration Indicator: | Paygroup E |
| Date Evaluated: | October 2009 |

Financial Delegations:

None

Overview of Tasks:

- Ensure that his/her activities do not violate the privacy of New Zealand citizens in accordance with the GCSB Act 2003.
- Analyse information and assessing its intelligence value.
- Produce reports responsive to New Zealand foreign intelligence requirements.
- Maintain translation capabilities at a level sufficient to accomplish team tasks.
- Develop and maintain topical background and knowledge necessary to analyse relevant information.

Note

The above tasks are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager on entry to the role.

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, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

| Essential: | Desirable: |
|--|--|
| <ul style="list-style-type: none">➤ A tertiary qualification incorporating foreign language study or fluency in a second language. | <ul style="list-style-type: none">➤ Additional qualifications or experience in international political affairs or economics. |

Knowledge / Experience

| |
|--|
| <ul style="list-style-type: none">➤ Demonstrated written and oral communications skills gained through 1-2 years work experience or having completed research or reports through study.➤ A highly-developed knowledge and command of a foreign language and a demonstrated aptitude for foreign language learning.➤ Excellent written communication skills➤ An ability to analyse, synthesise, and summarise data.➤ An appreciation of current international political, economic, and security affairs, and a broad understanding of New Zealand's role and interests in the world community.➤ Excellent computer skills covering database management, MS Office and internet searches. |
|--|

Personal Attributes

- An active interest in international affairs.
- Willingness to learn additional foreign languages through full or part-time instruction.
- The ability to think laterally in solving problems.
- Maturity, reliability, flexibility, and a sense of teamwork.

Core Competencies

*All employees are measured against the following **Core Competencies** as part of Performance Development:*

- Security
- Teamwork and Leadership
- Results Focus
- Communication and Knowledge Sharing
- Professionalism
- Innovation
- Customer Focus

Change to Position Description:

Positions in GCSB may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure, which best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves.

GCSB Vision Mission and Values:

VISION: "Mastery of cyberspace for the security of New Zealand"

MISSION: To contribute to the national security of New Zealand through:

- a. Providing foreign signals intelligence to support and inform Government decision making;
- b. Providing an all-hours foreign intelligence watch and warning service to Government;
- c. Ensuring the integrity, availability and confidentiality of official information through information systems security services to Government; and
- d. Assisting in the protection of the national critical infrastructure and information systems from information borne threats.

VALUES: Integrity, Outstanding service, Compliance with the law and security, High quality outputs, Flexibility, Working constructively together as a team and Respect for each other.

GCSB is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety in Employment Act 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.