



## POSITION DESCRIPTION

Position Title:	Products and Systems Officer
Business Unit:	Cryptographic Services
Responsible To:	Senior Products and Systems Officer
Responsible For:	Nil
Job Purpose:	The Products and Systems Officer is responsible for the provision of high quality Information Assurance (IA) products and systems support services to all Government departments and agencies.
Unit Overview:	<p>The core activities of the IA Cryptographic Services business unit involve responsibility for the provision of high quality IA products and systems support services to all Government departments and agencies, which includes (but is not limited to):</p> <ul style="list-style-type: none"><li>• The development and maintenance of national IA policy, standards, guidelines and advice for the protection of government official (classified) information;</li><li>• The production and distribution of IA (COMSEC) materials to New Zealand government departments and agencies and selected commercial organisations;</li><li>• The provision of a national COMSEC audit service for the protection of national and international cryptographic material held by government departments and agencies and selected commercial organisations.</li></ul>
Remuneration Indicator:	Pay-Group D – Customer Facing / Advisory Stream
Date Evaluated:	December 2011

**Functional Relationships:**

**External**

The Products and Systems officer will liaise with:

- New Zealand government departments and agencies at all levels;
- Collaborating international Information Assurance agencies and government agencies, authorities and organisations;
- Selected national and international commercial organisations and forums with established or potential involvement in government Information Assurance activities.

**Internal**

The Products and Systems officer will liaise with:

- GCSB staff at all levels.

**Financial Delegations:**

None

**Key Result Areas:**

The position of Products and Systems officer encompasses the following major functions or Key Result Areas:

- Products and Systems Support
- COMSEC Audit Support
- COMSEC Incident Support
- Custodian Duties

The requirements in the above Key Result Areas are broadly identified below:

**Key Result Areas:**

<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<p><b>Products and Systems Support</b></p> <ul style="list-style-type: none"> <li>● Carrying out the tasks involved with the Products and Systems team, including Helpdesk support for COMSEC products and systems.</li> <li>● Assisting those within the GCSB, Government departments and agencies in the implementation and operation of Information Assurance products.</li> <li>● The development and maintenance of national Information Assurance policy, standards and guidelines for the protection of Government official (classified) information, including those for:               <ul style="list-style-type: none"> <li>(1) the procurement, accounting and use of Information Assurance products and material; and</li> <li>(2) the operation of approved and high grade Information Assurance products.</li> </ul> </li> <li>● Contributing as required to the GCSB Information Assurance Training and Education Programme.</li> <li>● Maintenance of business continuity services in support of the Cryptographic Services Unit.</li> <li>● Providing support and backup to other members of the team.</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriate GCSB staff and Government departments are informed and understand their role in the use of COMSEC materials and systems.</li> <li>● Information Assurance policy is up-to-date and available for use.</li> <li>● Standards and guidelines for COMSEC equipment and material are clear and readily available to both internal and external customers.</li> <li>● The equipment purchase database is current.</li> <li>● Equipment training is conducted as required.</li> <li>● Business continuity is maintained at all times.</li> </ul>

<ul style="list-style-type: none"> <li>• Problem solving ranging from providing general information on a specific product or system to customers through to specific product operational guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Providing solutions to satisfy customer needs.</li> </ul>
<p><b>COMSEC Audit Support</b></p> <ul style="list-style-type: none"> <li>• Provide backup and support for National COMSEC Audit, including the operation and maintenance of the NZ Central Office of Records (NZCOR).</li> </ul>	<ul style="list-style-type: none"> <li>• The operation of NZCOR continues to function in the absence of the COMSEC Auditor.</li> </ul>
<p><b>COMSEC Incident Support</b></p> <ul style="list-style-type: none"> <li>• Provide support for COMSEC Incidents.</li> </ul>	<ul style="list-style-type: none"> <li>• Incidents are recorded in the COMSEC Incident Database.</li> </ul>
<p><b>Custodian Duties</b></p> <ul style="list-style-type: none"> <li>• Alternate Custodian for the team COMSEC Account including assisting various Government Departments.</li> </ul>	<ul style="list-style-type: none"> <li>• Government Departments are supported.</li> </ul>

**Note**

The performance standards above are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

**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"> <li>○ A Trade/occupation-related certificate pass or equivalent level of learning through experience in Telecommunications, or Information Technology or IA Security Systems.</li> </ul>	<ul style="list-style-type: none"> <li>○ At least 4 years NZ military communications background, preferably employed in the communications branch to gain an understanding and exposure to COMSEC equipment, policy, procedures and training.</li> <li>○ Recognised course on adult education and training from an NZQA or equivalent learning provider.</li> </ul>

**Knowledge / Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>○ At least two years of referencable work experience.</li> <li>○ Demonstrable oral and written communication and computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>○ At least two years experience in the application, operation and management of COMSEC equipment and systems</li> <li>○ At least two years work experience in a Telecommunications or Information Technology environment.</li> </ul>

## Personal Attributes

- a. Excellent judgement and decision making skills;
- b. An ability to establish and maintain an extremely high standard of personal work performance;
- c. Well developed and effective communication and presentation skills;
- d. An ability and willingness to keep up to date with technological advancements by self motivated study and research;
- e. Very good interpersonal skills.

## 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.

Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

## **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.

### **HEALTH AND SAFETY**

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.

### **KNOWLEDGE MANAGEMENT**

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to Bureau recordkeeping policy, standards, and procedures.