

POSITION DESCRIPTION

Title	Intelligence Analyst
Report to	Group Manager Maritime Security and Incident Response
Location	Wellington
Date	October 2009

1. Purpose

To co-ordinate and manage the intelligence and risk profiling processes necessary for the provision of delivery of Maritime New Zealand's regulatory and administrative maritime security services in accordance with the New Zealand legislative framework.

2. Nature and scope

This position is situated in Wellington and, along with the Maritime Security Advisers and Intelligence Analyst (Auckland), reports to the Group Manager Maritime Security and Incident Response.

This position is responsible for providing intelligence and analysis services for Maritime New Zealand.

3. Key accountabilities and duties

- 3.1 Research, collate and analyse maritime and related security information from all sources and provide high quality analytical advice on maritime security policy.
- 3.2 Monitor and warn of intelligence threats to New Zealand ports and ships.
- 3.3 Maintain suitable security systems for the protection of information.
- 3.4 Represent Maritime New Zealand in relevant agency, adhoc or whole of government intelligence and security forums.
- 3.5 Develop excellent and robust relationships with government agencies and other stakeholders involved in maritime security.
- 3.6 Manage specifically the external relationships with government intelligence and security agencies and liase closely with those agencies as required.
- 3.7 Participate in interdepartmental projects relating to maritime security.
- 3.8 Develop and manage a vessel risk profiling process in consultation with New Zealand Customs and other stakeholders.
- 3.9 To research and keep abreast of international maritime security trends and activities to best fit the New Zealand environment.

- 3.10 To research, collate and analyse maritime information (SOLAS and non-SOLAS) in order to produce maritime assessments and trend analysis.
- 3.11 Contribute to the effective regulation of the national maritime security requirements under the Maritime Security Act 2004 and associated regulations.
- 3.12 Contribute to the establishment and maintenance of a Maritime New Zealand incident response capability.
- 3.13 Manage the operation of the NZIC net for Maritime New Zealand.
- 3.14 Adhere to the employees' health and safety role and responsibilities as outlined in the Maritime New Zealand Health, Safety and Well-being Programme.

4. Relationships

The person in this role is expected to foster good working relationships with the following people by providing accurate, expert and timely advice and constant liaison.

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> • GMMSIR • Maritime Security Advisers • Intelligence Analyst (Auckland) • General Manager Monitoring and Response • SOLAS advisors • Maritime Safety Inspectors • Corporate Services • Human Resources • Other Maritime New Zealand Staff 	<ul style="list-style-type: none"> • National Targeting Centre • National Maritime Coordination Centre • Ministry of Transport • New Zealand Police • New Zealand Customs • United States Coast Guard • Department of the Prime Minister and Cabinet • New Zealand Defence Forces (Ministry of Defence) • The Five Eyes Community • Government Intelligence agencies • Other security stakeholders as required

5. Person specification

- 5.1 University degree and at least 3 years appropriate work experience in the intelligence, border security or maritime fields.
- 5.2 Knowledge and experience of government processes, planning and reporting requirements.
- 5.3 Knowledge of risk assessment/profiling methodology.
- 5.4 Strong analytical and problem solving ability.
- 5.5 Experience in public presentation and strong interpersonal skills.

- 5.6 Experience in applying information integrity and security controls and the handling and storage of classified or sensitive information.
- 5.7 Ability to work cooperatively and constructively with others.
- 5.8 Excellent written and verbal communication skills.
- 5.9 Experience in work place safety and knowledge of requirements.
- 5.10 Ability to work under pressure and to achieve goals within tight timeframes.
- 5.11 High level of computer literacy.
- 5.12 Maintain a top secret security clearance.

6. Values

- Integrity and professionalism
- Accountability and responsiveness
- Valuing our people
- Relationships
- Supportive environment
- Passion

7. Authorisation

Signatories

(Employee)

(On behalf of Maritime New Zealand)

(Date)

(Date)