

13. BASIC FUNCTION OF POSITION:

Under the direction of the RSO, ARSO and FSNI, performs contractor liaison and data analysis for local guard and surveillance detection programs in Auckland, Wellington, Christchurch and Samoa. Also provides administrative support to the SDU Office in Wellington and Auckland. Assists with RSO administrative functions. Must maintain liaison with the local guard contractor, surveillance detection teams, NZ Police and security officials.

14. MAJOR DUTIES AND RESPONSIBILITIES:**A. DATA ANALYST (60% of time)**

Receives and analyses volumes of data from the local guard contract employees and surveillance detection teams located in Auckland, Christchurch, Wellington and Samoa. Analyses data on a daily basis using advanced computer skills. Creates a presentation in which the data can be presented in an easy to read format that illustrates the SD coverage for Auckland and Wellington. Informs the supervisor of potential anomalies discovered during the course of analysing data.

Enters all qualified incident reports and images into the SIMAS database in a timely manner as required by the Regional Security Office. Receives and analyses all subsequent update information before entry into SIMAS to identify trends, patterns, event occurrences, and frequency of sightings. Regularly communicates with the RSO, ARSO or FSNI on any issues or concerns in relation to any incident report(s) in the appropriate reporting format.

Ensures data entry integrity of the Surveillance Detection Teams and liaises directly with the SD coordinators and specialists to rectify the issues.

Creates, Co-ordinates and disseminates data along with topical issues to members of the Regional Security Office, First Security Management, Local Guard and SD staff via the monthly newsletter.

Co-ordinate security efforts with host government security forces by sharing written information and photographs. Must be familiar with high-tech photographic equipment and graphic software.

Designs computer based operational forms and documents to compliment and work in conjunction with the Regional Security Office database.

Ensures all equipment used is maintained to standards as required.

B. ADMINISTRATIVE SUPPORT (25% of time)

Manages administrative, investigative and/or project assistance for the RSO and staff. Maintains familiarity with work in progress and individual assigned priorities. Receives and relays messages and keeps the RSOs office informed of significant events that occur.

Contributes to the updating of the Local Guard's Emergency Action Plans, enters information into the security databases, corresponds with the surveillance detection team, local guard force, NZ Police, the Department of State and other government agencies and private businesses as required.

Maintains awareness of substantive local guard programs and provides information, as appropriate, to individuals possessing access to such information. Co-ordinates the work of the office and assists in creating work schedules.

Types, reviews and edits reports, scheduled reporting and correspondence; ensures consistency and adequacy of data, clarity, proper grammar, punctuation, etc. Refers callers or handles personally, based on subject knowledge.

Contributes to the management of the RSO office by organising and performing various clerical and administrative duties, such as notifying group members of reports as required, maintaining files and reference manuals, and providing advice to staff members regarding Surveillance Detection administrative requirements. Receives and controls mail, routing items directly to appropriate personnel for action, assembling background information before sending and notifying the RSO of impending deadlines.

Assists the SD Co-Ordinators in Auckland and Wellington in designing and implementing SD training correspondence and policy material.

Assists the FSNI in the creation and production of administrative correspondence, procedural policy and inventory control in relation to the Local Guard program.

Provides administrative assistance to the Regional Security Office OMS in relation to data entry and distribution of RSO policy material.

Searches for, assembles and summarises information from files and documents as requested by staff members or in anticipation of supervisor's needs.

C. HOST GOVT LIASON (15% of time)

Liaises with Police and other host government security organisations in relation to surveillance detection reports and intelligence. Shares accurate and timely information relating to suspicious individuals and supplying the necessary data to assist in any investigation.

Assist Police in maintaining law and order in and around Embassy property during public demonstrations.

15. DESIRED QUALIFICATIONS:

- a. Education: Completion of secondary school is required. Completion of one or more years of training in the secretarial/administrative field would be advantageous.
- b. Experience: From two to four years of progressively responsible experience in Security / Law Enforcement is required.

- c. Post Entry Training: None.
- d. Language Proficiency: Fluent in English.
- e. Knowledge: Must have a good working knowledge of correspondence procedures, data entry and analysis and general administrative functions.
- f. Skills & Abilities: Must have above average computer skills, in particular MS Access, Word and Power Point or similar programs. A good analytical ability would be advantageous.

16. POSITION ELEMENTS:

- a. **Supervision Received:** The Foreign Service National Investigator (FSNI) directly supervises Incumbent. In the Investigator's absence the Regional Security Officer or Assistant Regional Security Officer supervises incumbent.
- b. **Available Guidelines:** Department of State Foreign Affairs Manual (12FAM) and handbooks. Surveillance Detection Field Guide 2002. Diplomatic Security directives.
- c. **Exercise of Judgement:** Must exercise considerable judgement when liaising with the LGF contractor. Must also utilise considerable judgement when receiving and analysing data and managing the office to ensure that maximum efficiency is maintained.
- d. **Authority to Make Commitments:** In dealing with the local contractor may make commitments for his/her supervisor and gives guidelines for them to follow.
- e. **Nature, Level, and Purpose of Contacts:** Senior level members of the local guard contract, employees of the U.S. Embassy and members of the New Zealand local Police Force.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after entry into the Position:** Six Months.