Security & Risk Support Officer

POSITION DESCRIPTION FORM

Region / Portfolio:
Technology

District / Branch:
Enterprise Security & Risk Management

Work area:
Security Operations

Position Description Number:
Generic 582

Level:
Level 3

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Provides administrative and analytical support to Enterprise Security & Risk Management functions. Contributes to cyber security governance, risk, and compliance activities by assisting in monitoring the agency's security posture, supporting audit and risk processes - including Security Risk Assessment (SRA) evidence gathering, and maintaining documentation to safeguard information assets.

Supports the identification and management of information security risks and compliance issues, including risks associated with vendor-delivered cyber security services contributing to the continuous improvement of cyber security practices across the agency.

Role of Work Unit

The Security Operations unit is responsible for cyber security across the WA Police Force ICT environment. The unit delivers security risk assessments, audits, and vulnerability assessments, and facilitates independent external reviews. Under performance-based sourcing arrangements, the unit also supports assurance over vendor-delivered cyber security services through evidence review, reporting and coordination.

Ensures the effective implementation of ICT security controls, supports risk reduction and vulnerability remediation, and promotes compliance with security policies and standards across the agency.

Reporting Relationships

This position reports to:

- Manager Cyber Operations L6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Key Accountabilities

1 Information/Cyber Security (80%)

1.1 Supports the development, implementation, monitoring and reporting of cyber security governance, risk and compliance framework, policies, procedures and controls.

1.2 Assists in monitoring and reviewing the agency's cyber and information security environment, including relevant evidence from vendor-delivered security services.

1.3 Supports incident response activities, including documentation, coordination, and post-incident reviews.

1.4 Prepares and maintains cyber security documentation, including procedures, reports, and registers.

1.5 Participates in security projects, compliance reviews, SRA, and testing activities under direction.

1.6 Contributes to continuous improvement by identifying gaps and recommending enhancements to controls and processes.

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1.8 Supports cyber security initiatives to ensure compliance with agency Information Security Standards and Guidelines.

1.9 Liaises with internal business units and service providers to support cyber security governance, risk, and compliance activities.

1.10 Assists with internal and external audit and assurance activities, including coordination with the Office of the Auditor General and the Management Audit Unit.

2 Divisional Support (15%)

2.1 Responds to requests in a timely and professional manner, including monitoring shared mailboxes.

2.2 Maintains and updates templates, guidance materials, and training documentation.

2.3 Prepares meeting agendas, minutes, and supporting documentation as required.

2.4 Assists in preparing materials for governance forums, including the Audit and Risk Assurance Committee.

2.5 Conducts research and drafts reports on cyber and information security matters, including background analysis for SRA and assurance reporting

2.6 Completes divisional compliance activities in accordance with the Good Governance Practice Guide.

3 Other (5%)

3.1 Understands and complies with information security policies and procedures to mitigate areas of information security risk by ensuring the integrity, confidentiality, availability and security of information holdings/systems.

3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.

3.3 Undertakes other duties as directed.

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Problem solving skills	Collecting and interpreting information related to security risk, SRA, compliance and assurance. Assessing issues and contributing to practical solutions.
Research skills	Sourcing, reviewing, and synthesising information and providing clear findings.
Communication skills	Preparing reports, correspondence and documentation. Building effective working relationships with internal and external stakeholders.
Organisational skills	Planning, prioritising, and managing workload within defined timeframes. Working independently with limited supervision.
Knowledge of information security	Understanding cyber security principles, risk management practices, and compliance controls. Understanding of relevant frameworks and standards (e.g. ISO 27001, ISM and related standards and guidelines)
Desirable Possession of or progression towards a relevant tertiary qualification or equivalent.	Information Technology, Cyber Security, Computer Science, related discipline, or equivalent practical experience.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted **Leadership Expectations** which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership.**

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Senior Organisational Design Consultant, Organisational Design & Analysis	Martine Dimond	22/05/2026
Assistant Director, Enterprise Security & Risk	Mark Barratt	15/05/2026