Government of **Western Australia**
Department of **Justice**

Job Description Form

013661 & 013662 **Senior Technology Security Officer**

Technology Systems Branch

POSITION DETAILS

Classification Level:	6
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent
Organisation Unit:	Corporate Support Division, Knowledge, Information & Technology Directorate
Physical Location:	Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013641 Principal Technology Security Officer - Level 7

THIS POSITION: **013661 & 013662 Senior Technology Security Officer - Level 6**

Direct reports: NIL

OVERVIEW OF THE POSITION

The Technology Systems Branch is responsible for in providing technology solutions and support to the Department whilst continuously improving its services in support of operations. The Branch plays a key role in supporting business improvement and efficiencies through integrated systems.

The Senior Technology Security Officer is responsible for developing and implementing effective security measures for all information technology (IT) systems to safeguard confidential information.

The Senior Technology Security Officer assesses systems to determine security requirements and initiate modifications and improvements.

JOB DESCRIPTION

As part of the Technology Systems branch, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;

- Work to improve communication and model integrity and respect in all interactions;

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;

- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;

- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;

- Facilitate cultural and management reforms within the Department through leadership and engagement; and

- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Develops, implements and reviews security measures for all information technology (IT) systems to safeguard confidential information;

- Contribute to developing and implementing pragmatic security solutions to meet the business needs of the Department.

- Undertakes complex research and analysis activities necessary to determine information technology (IT) security requirements. Prepares comprehensive reports, memos, briefing notes and other documents incorporating research and feedback

- Manage and maintain processes to ensure proactive monitoring of system security.

- Supports the operations of Techology Systems Branch by: assisting staff as required; coaching and mentoring staff across the team to develop and enhance their capabilities.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of the role specific responsibilities of the position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Demonstrated Knowledge of security standards and frameworks.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

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

COMMISSIONER

Signature: _____   Date: _____

HR CERTIFICATION DATE: _____