



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 21/08/2019

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Infrastructure and Major Projects Division
BRANCH: Office of Digital Government
SECTION:

CLASSIFICATION: Level 6	POSITION NUMBER: DPC18097
TITLE: Cyber Security Project Coordinator	
AGREEMENT/AWARD: Public Sector CSA Agreement 2019	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Manager Cyber Security (Strategy and Policy)</p> <p>Level 8</p>

Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
Nil.	

<p>Cyber Security Project Coordinator</p> <p>Level 6</p>

Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
Nil	

SECTION 3 – KEY RESPONSIBILITIES

<p>Contributes to the provision of Cyber Security Project Services within the Office of Digital Government. Assist to coordinate and to manage the implementation, review and evaluation of cyber security capability development and technical projects.</p>

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

PROJECT MANAGEMENT/COORDINATION/SUPPORT

Provides direction and leadership to project teams on cyber security projects.

Provides advice, support and assistance in the effective consultation and liaison with internal and external stakeholders on the development and implementation of projects.

Manages and develops teams to initiate and implement a variety of identified projects that are of a strategic and complex nature.

Oversees and develops contracts associated with projects to facilitate contract requirements being met.

Coordinates the development of project management plans for a variety of projects of a complex nature.

Supports and provides effective and efficient management of human and physical resources required to deliver project management services.

Conducts high level research and analysis, and considers and recommends options to meet Whole of Government and organisational needs and resolve complex problems.

Manages the development, evaluation and acquisition of applications to support projects of a strategic and complex nature.

Provision of regular project status reports and final report containing recommendations and suggested implementation strategies to the Office of Digital Government's executive and governance groups.

GENERAL

Contributes at a strategic level in addressing and implementing information technology issues or initiative at an organisational level.

Provides advice and assistance to management regarding appropriate project management strategies.

Links cyber security budgets to strategic aims and objectives.

Identifies and analyses projects and issues of importance that impact on the cyber security services and the Agency's business.

Consults and liaises with business unit manager, business stakeholders, cyber security team and external resources that have an impact on relevant projects.

Coordinates and evaluates project teams and provides advice, guidance and direction.

Identifies policies and procedures that need to be developed that relate to projects undertaken.

Coordinates projects and initiatives to support policies, standards and operational procedures being met.

Develops risk management strategies and action plans related to cyber security projects.

Participates on and represents cyber security at relevant committees and working parties involved in the development of cyber security information technology issues and projects.

Identifies issues, contributes to and supports quality management and continuous improvement principles.

Performs other duties as directed.

SECTION 5 – SELECTION CRITERIA

Essential

Individual Characteristics

Well-developed verbal, written, negotiation and interpersonal communication skills, including the ability to liaise with internal and external clients, stakeholders and business partners.

Well-developed conceptual and analytical skills, including the ability to undertake research and provide innovative thinking in solving complex problems.

Well-developed planning and organisational skills.

Project Management/Coordination

Proven project management and coordination skills within a complex ICT environment.

Demonstrated experience with and significant knowledge of project management methodologies and processes.

Achievement of Outcomes

Demonstrated ability to coordinate project contracts and resources to achieve outcomes that are consistent with identified needs.

Desirable

Knowledge of and experience in providing strategy information technology consulting services within a large corporate or government environment.

Possession of relevant tertiary and/or certifications.

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB