



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 12/02/2020

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> Office of Digital Government
<b>BRANCH:</b> Cyber Security Unit
<b>SECTION:</b>

<b>CLASSIFICATION:</b> Level 8	<b>POSITION NUMBER:</b> DPC18098
<b>TITLE:</b> Manager Cyber Security (Technical)	
<b>AGREEMENT/AWARD:</b> Public Sector CSA Agreement 2019	
<b>LOCATION:</b> West Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

**Chief Information Security Officer  
Class 2**

Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
Manager Cyber Security (Strategy and Policy)	8
Manager Cyber Security (Capability)	8



**Manager Cyber Security  
(Technical)  
Level 8**

Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
2 x Senior Cyber Security Analysts	5
Cyber Security Analyst	4
Cyber Security Project Officer	3



## SECTION 3 – KEY RESPONSIBILITIES

Undertakes a high-level leadership role in Policy and Governance. Provides specialist advice and oversees the developments and management of high level projects. Consults with key stakeholders and maintains positive and effective customer relationships. Contributes to the strategic and business planning processes of the Directorate and manages Branch resources and functions.

This role is responsible for supporting the development and maintenance of a whole-of-government threat intelligence and Cyber Incident Coordination program designed to support agencies in detecting, responding to, and recovering from cyber security incidents. Supports and influences effective Cyber Security incident response and threat detection programs across the sector through directing innovative whole-of-government strategies and projects.

Undertakes complex research, planning and analysis related to new and existing Cyber Security strategic initiatives, and liaises with senior ICT staff across the public sector and industry to develop appropriate implementation.

## SECTION 4 – STATEMENT OF DUTIES

### Summary of Duties

### Details

#### **LEADERSHIP AND MANAGEMENT**

Responsible for leading and motivating staff in the development and achievement of the Office of Digital Government (DGov) business goals.

As a member of the Cyber Security Unit management team, has shared responsibility for the operations and outcomes of the Unit.

As a member of the I management team, has shared responsibility for the directions of the Directorate and is accountable for the delivery of Unit and DGov outcomes.

Develops and implements a comprehensive workforce development plan to develop staff, share strategic procurement knowledge and experience and ensures the efficient and effective delivery of services to client agencies and stakeholders.

Within the Branch, promotes a culture supportive of innovation and continuous business process improvement.

Provides proactive and timely advice to the Chief Information Security Officer and stakeholders in relation to policy and governance issues.

In an environment of constraint, ensures that resources including financial, physical, technological and information requirements are efficiently applied to maintain a high level of products/service delivery.

#### **INCIDENT COORINDATION AND RESPONSE**

Oversees the development of cyber incident coordination and response projects, including policy planning, documentation and evaluation, and implementation in consultation and negotiation with key stakeholders.

Provides specialist advice on high level policy and governance development issues.

Leads the development of digital policies, standards, and guidelines.

#### **PROJECT MANAGEMENT**

Oversees the management of high level policy and governance projects, including the development of project management plans.

Develops performance indicators and evaluates and reports on digital policy and governance project performance.

Liaises with stakeholders in order to resolve complex disputes.

#### **OTHER**

Attends intergovernmental meetings as the Western Australian representative to DGov's views and negotiate matters as required.

Undertakes other duties as required to support the achievement of the DGov outcomes and outputs.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

## SECTION 5 – SELECTION CRITERIA

### Essential

#### **Shapes and Manages Strategy**

Anticipates, analyses and manages emerging issues to optimise performance. Leads in developing innovative solutions to complex problems.

#### **Achieves Results**

Effectively manages and leads team and organisational work deliverables. Role models collaborate behaviour and displays a strong work ethic and resilience.

#### **Builds Productive Relationships**

Builds and sustains relationship and trust with internal stakeholders and a broad network of external stakeholders to achieve mutually beneficial outcomes.

#### **Displays Personal Drive and integrity**

Role models judgement, initiative and professionalism and encourages these standards in others. Proactively develops themselves and others.

#### **Communicates and Influences Effectively**

Communicates complex information in a clear, articulate and compelling manner to engage and influence internal and external stakeholders.

### Desirable

Possession of a relevant tertiary qualification.

Membership of a relevant professional body.

Extensive knowledge of digital policies, issues and strategic directions.

Knowledge of the processes of Government.

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**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:**

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**SIGNATURE:**

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**DATE:**

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**DATE:**

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

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

As the Employee I have reviewed the statement of duties.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>