Government of **Western Australia**
Department of the **Premier and Cabinet**

JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

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

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CLASIFICATION: Level 8	**POSITION NUMBER:** DPC19057
TITLE: Manager Cyber Security (Strategy and Policy)	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

Chief Information Security Officer

Class 2

⇐

Other officers reporting to this office	
Title	Level
Manager Cyber Security (Capability)	Level 8
Manager Cyber Security (Technical)	Level 8

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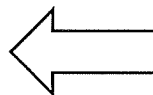
Manager Cyber Security (Strategy and Policy)

Level 8

⇐

Officers under direct responsibility	
Title	Level
Cyber Security Project Coordinator	Level 6
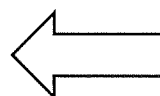
SECTION 3 – KEY RESPONSIBILITIES

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 Cyber Security Policy and overseeing projects and initiatives to provide higher levels of confidence in the delivery of Cyber Security initiatives across the Western Australian public sector.

Supports and influences effective Cyber Security capability 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 CSU 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.

POLICY AND GOVERNANCE DEVELOPMENT
Oversees the development of high level policy and governance projects, including policy planning, policy documentation and evaluation, and policy formation 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

1. Possession of a relevant tertiary qualification

2. Extensive knowledge of digital policies, issues and strategic directions

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: _____22/4/21_____   DATE: _____22|4|21_____

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

DPC19057