



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Security Operations Centre Team Lead

Level

7

Position Number

36201

Division/Directorate

Operational Systems and Technology

Branch/Section

Network and Security Operations Team

Effective Date

February 2022

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Security and Network Control Manager, Level 8

Subordinates: Network Analyst, Level 6

Security Analyst, Level 5

Security Operations Centre Analyst, Level 6

Key role of this position

- Manages the operation of the Security Operations Centre that supports the day-to-day running of the Public Transport Authority.
- Manages the Security Operations Centre Team to achieve a secure and reliable integrated network across all operational and corporate technology
- Manages the cyber threat against the organization using appropriate systems and controls.
- Manages compliance with the necessary government legislation, regulations and standards

Core duties and responsibilities

Leadership and Management

- As a senior member of the Operational Systems and Technology Branch, provides specialist advice to the Security and Network Control Manager and other managers with regard to technical matters and contributes to both the Divisional and Branch operational performance and the reliability of assets to the effective delivery of services for the PTA.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA, Divisional and Branch objectives, managing all aspects of people management requirements in accordance with PTA policy and procedure.
- Manages aspects of and significantly contributes to general business matters relating to the Security and Network operation, such as financial management, risk management, policy and procedure compliance, performance reporting, and continuous improvement to ensure the function delivers in accordance with PTA requirements.

Asset Management

- Contributes technical expertise and knowledge to operations and maintenance requirements and other arrangements necessary to support the operation, managing delegate arrangements to achieve business objectives ensuring that activities assigned are carried out appropriately and to management expectations.
- Supports the Security and Network Control Manager in determining the technical requirements necessary to comply with legislation, standards and other external regulations taking account of best practice, developing of practice, technical standards, specifications, work instructions and good practice guides, developing and recommending appropriate controls to manage non-compliance and deviations from standard works and project works.
- Contributes to the sections asset management requirements leading, supporting or acting as a Coordinating Project Engineer and/or Project Engineer to deliver renewal programs and projects within the division and for major project so that works necessary to deliver PTA goals are identified, specified and achieved.

Business Improvement

- Monitors codes, contemporary trends and technological advances at a national and international level, reporting on the impacts of trends and making recommendations on the introduction of new technology.
- Monitors and reviews work practices within the function, promoting innovation, knowledge management and continuous improvement.
- Co-ordinates, develops and tests continuity plans for the security and network technologies and services.

Service Delivery

- Develops strategic relationships with internal customers to facilitate a customer focused, collaborative and partnership approach to the delivery of services.
- Develops and maintains strong external relationships to ensure that vendors and strategic partners are delivering value to the PTA.

Project Delivery and Support

- Prepares reviews and co-ordinates business case documentation for new technology systems or improvements to current systems.
- Manages relevant technology projects, ensuring compliance with the PTA Project Management Framework
- Provides Technical expertise to projects as required.

SELECTION CRITERIA

1. Core Competencies

- Relevant tertiary / professional qualification in Computer Science or Cyber Security with extensive experience of managing a complex network environment.
- Previous experience of managing network and security teams in a complex Operational / information technology environment
- Experience leading and managing teams delivering planning, design, commissioning and maintenance works without disrupting business operations.

2. Management and Leadership

- Highly developed leadership skills with the ability to work with others at all levels and across and organisation in a professional way.
- Highly developed people management skills with the ability to empower teams and individuals and to provide development and support that enables successful outcomes to be achieved.

3. Communication and Interpersonal

- Excellent, written, verbal interpersonal skills, including the ability to build and maintain strategic relations, and deal with high level consultations and negotiations.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills including the ability to provide innovative thinking in identifying solution to complex business problems.

5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective management and delegation.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current West Australian 'C' or 'C-A' drivers licence or equivalent.

Certification

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

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date

