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Job Description Form



Manager Cyber Security Uplift - Level 7 (DPC21070)

9 March 2022

Division/Directorate

Office of the Digital Government

Branch/Section

Cyber Security Unit/Capability

Reports to

Director, Cyber Security (Capability)

Supervises

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Operational Context:

The Office of Digital Government (DGov) is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring that personal information and data collected, stored and shared by the WA Government is protected is a crucial element of what we do.

Role Overview:

The Manager, Cyber Security Uplift is responsible for designing and implementing programs of work to assist WA Government agencies in increasing their cyber security maturity and understanding their cyber security risk/controls.

In the context of the Government's digital transformation priorities, the Manager, Cyber Security Uplift will support the successful implementation of the WA Government Cyber Security Policy to support the Digital Strategy for the Western Australian Government.

Role Responsibilities:**Leadership and Management**

- Responsible for leading and motivating staff in the development and achievement of the Capability Uplift's teams goals
- Provides coaching and mentorship to staff, including contributing to Professional Development plans.
- As a member of the Cyber Security Unit management team, has shared responsibility for the operations and outcomes of the Unit.
- Within the Branch, promotes a culture supportive of innovation, continuous business process improvement, and collaboration between teams/functions.
- Provides proactive, timely and accurate advice to the Director Cyber Security (Capability) and other stakeholders in relation to cyber security risks, controls, and emerging issues.

Cyber Security Capability Uplift

- Designs and implements a program of cyber security services/work packages to assist WA Government agencies increasing their cyber security maturity, for example: Risk/Control Assessments, Vulnerability Assessments, Remediation Activities, and System Hardening.
- Oversees the creation of whole of government cyber security guidelines and standards to support the WA Cyber Security Policy to address other emerging issues.
- Maintains awareness of emerging cyber security trends/issues to provide contemporary and practical cyber security advice to Government and agencies.
- Responsible for team & vendor management, overall use of resources and initiation of corrective action where required for the capability uplift team.

Communication and Engagement

- Building and maintaining positive working relationships with WA Government agencies, as well as inter-jurisdictional and private sector partners.

- Preparation of reports, briefing notes and correspondence for internal and external stakeholders, including Ministers.

Project Management

- Oversees the management of projects, including the development of project management plans.
- Liaises with stakeholders to resolve complex disputes.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Occupational Safety and Health Act 1984.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

1. Considerable experience in designing and implementing cyber security programs in enterprise IT environments, including cloud computing environments, using industry standard security frameworks (for example: ASD Essential 8, ASD ISM, NIST Cyber Security Framework, the ISO/IEC 27000-series.)
2. Highly developed interpersonal and communication skills with the capacity to communicate complex information in a clear, articulate, and compelling manner to engage and build effective relationships with internal and external stakeholders
3. Thinks strategically by understanding strategic objectives that influence work goals. Supports a shared purpose and direction and understands and communicates reasons for decision to others. Harnesses information and opportunities by drawing on information from a variety of sources, using own judgement to analyse the information. Shows judgement, intelligence, and common sense.
4. Commits to action by taking personal responsibility for meeting objectives and progressing work. Promotes and adopts a positive and balanced approach to work Demonstrates self-awareness and a commitment to personal development by self-evaluating performance and seeking feedback from others.
5. Proven ability to work collaboratively and lead in a team environment and contribute to the achievement of team goals.

Desirable

- Possession of or progression towards a relevant tertiary qualification
- Possession of relevant industry certifications for security.
- Possession of relevant industry certificates for technology.
- Knowledge of the processes of government.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- National Criminal Record Screening Clearance

Certification

DDG Signature:

People Services:

Date:

Date:



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Department of the **Premier and Cabinet**

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