

Job Description

VENUES WEST

Position details:

Title:	ICT Security Administrator	Position Number:	01317
Classification:	Level 5		
Branch:	ICT		
Directorate:	Business Support Services		
Award/Agreement:	Public Sector CSA Agreement and GOSAC Award 1989		
Reports to:	Chief Information Officer		
Direct Reports:	Nil		
Special Conditions:	Participates in rotating on call roster		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



WE DELIVER
SAFETY



WE ACT LIKE
OWNERS



WE CHAMPION
DREAMS



TOGETHER
WE WIN



WE CELEBRATE
SUCCESS

About the Directorate

Business Support Services' intent is to build organisational capacity through the support and development of VenuesWest's people, systems and processes. In doing this, the directorate will deliver timely, efficient

strategic advice and support services to the organisation in People and Culture; Information and Communication Technology; and Risk, Safety and Health.

About the Role

The ICT Security Administrator manages the security of VenuesWest data, networks and systems, proactively monitoring the ICT environment, identifying threats and vulnerabilities; stays abreast of current ICT security threats and makes recommendations for prevention of security issues. The role incorporates CCTV, ICT infrastructure and Cyber Security.

Subject Matter expert on Cyber Security Applications; Milestone; IEEE 802.x., Microsoft SIEM, Essential 8, CCTV Technology, VPN and user authentication including single sign on.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behavior consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Security Administration

- Contributes to the development and coordinates implementation of the ICT Security Risk Management Program and ensures risk management compliance for all existing systems, networks and applications.
- Assists the CIO in the development of the ICT Business Continuity Plan and ensures disaster recovery plans are in place including WAN/LAN links.
- Manage incidents and alerts from Sentinel and applies remediation changes
- Maintains the CCTV technology infrastructure, including camera and network configuration
- Researches and makes recommendation for ICT security requirements and improvements.
- Identifies and recommends solutions to system, network and data security vulnerabilities, unauthorised access and threats and implements approved solutions.
- Maintains, monitors and audits access privileges and passwords for system user access; remote access; super user and vault security and ensures appropriate control measures are in place to ensure security of systems, networks and data.
- Contributes to the Whole of Government Cyber Security policies and practises.
- Configures, monitors and manages anti-virus and web filtering software.
- Maintains the VenuesWest Cyber Security systems to a high standard and meets or exceeds stipulated Government controls e.g. Essential 8.
- Establishes and manages single sign on authentication for various software solutions.
- Monitors and administrates VenuesWest data storage and makes recommendations for upgrades or extension.
- Tests and installs security and storage related updates.
- Undertakes research and analysis activities to ensure effective, reliable, and secure operation of the Departments information systems.
- Assists with investigations on CCTV security incidents to guide and refine practices and processes whilst contributing to the development and implementation of pragmatic security solutions.
- Assists with the implementation and review of security measures for all information technology systems to safeguard confidential information and ensure adherence to adopted security standards.
- Assists with the management and maintenance of processes through regular reviews of the organisations security documentation to ensure proactive monitoring of system security.
- Maintains an active culture of security awareness within the organisation.
- Prepares reports, memos, briefing notes and other documents.



Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

- Partners with stakeholders to understand business needs, provide ICT advice and represent ICT on working groups where required.
- Keeps abreast of current and emerging trends in ICT Cyber Security
- Assists in network administration and network hardware installation
- Undertakes Cyber Security awareness training
- Undertakes other related duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Demonstrated working knowledge and experience in:
 - i. the administration of medium scale Microsoft operation and application software and local and wide area networks;
 - ii. administration of the security of these systems including proactively identifying threats and vulnerability and knowledge of security policies and processes.
2. Understands strategic objectives, trends and factors that may influence work plans; Draws on information from a range of sources; Analyses and works within agreed guidelines to make decisions and incorporates outcomes into work plans.
3. Identifies and uses resources wisely; Evaluates performance to identify need for change; Demonstrates flexibility with changes in priorities and focuses on quality whilst seeing tasks and projects through to completion.
4. Builds and maintains relationships with stakeholders, team members and colleagues; Consults and shares information; Values individual differences and diversity and takes responsibility for delivering high quality customer focussed services.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of conduct; Takes responsibility for mistakes; Takes initiative to progress and complete work and reflects on own behaviours.
6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.
7. Defines and clearly communicates roles and responsibilities; Negotiates and monitors performance standards and provides regular feedback to build on strengths; Guides the team and achieves results; actively promotes and communicates change to employees.

Qualifications / Certifications

Desirable:

- Working towards or completion of a Tertiary Degree in ICT.
- Certifications in Information Systems and Cyber Security Administration.
- ITIL (Information Technology Service Management) Certification.

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

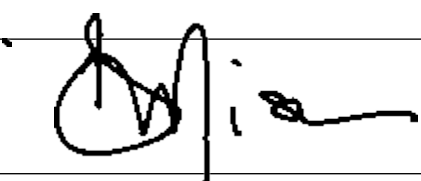
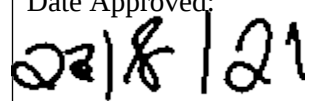


Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Diane Mistic Director Business Support Services		Date Approved: 
As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....

