



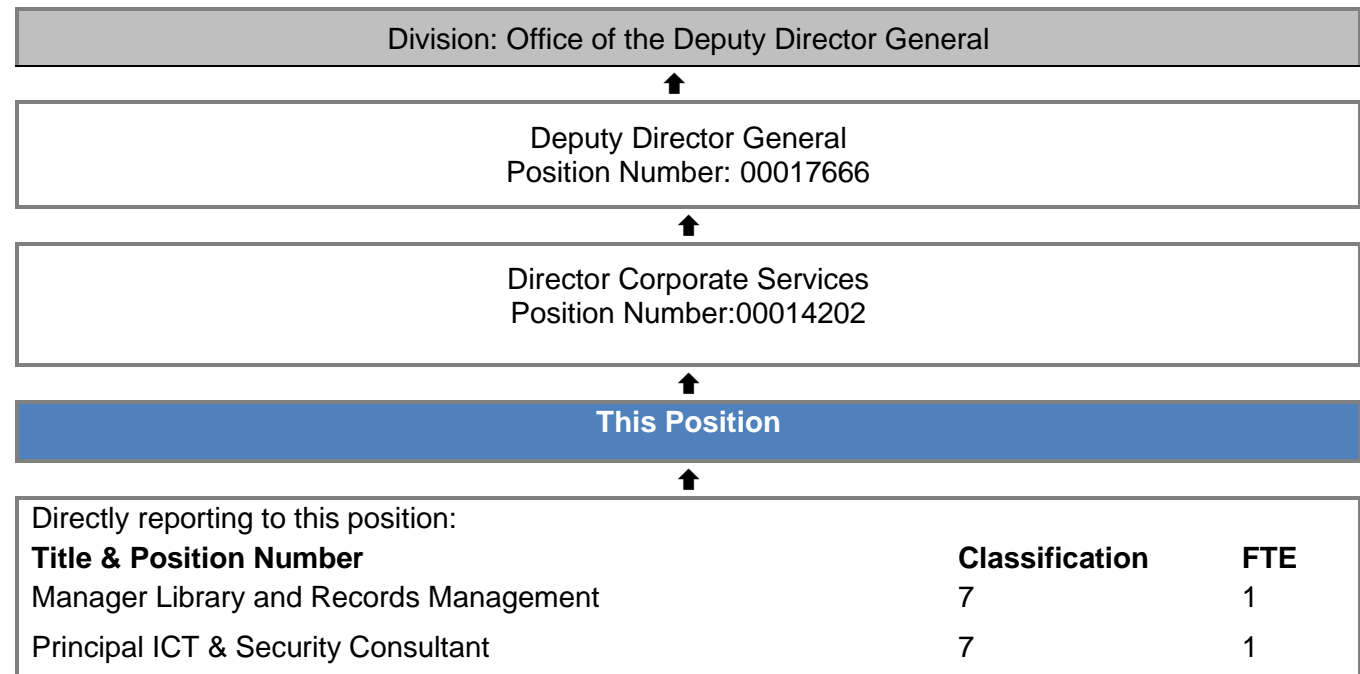
## POSITION DESCRIPTION

<b>Position Number</b>	00014785
<b>Position Title</b>	Manager ICT and Security
<b>Classification</b>	Level 8
<b>Division</b>	Office of the Deputy Director General
<b>Directorate</b>	Corporate Services
<b>Branch</b>	Information and Technology
<b>Position Status</b>	Permanent
<b>Award</b>	Public Sector CSA Agreement
<b>Site Location</b>	East Perth

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Purposeful, Caring, Collaborative, Open, Outcome-focused

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

- Provides leadership, advice and strategic management of information technology, information management, cyber security and digital service assurance for ICT systems and services managed by the Department.
- Leads the ICT risk and security function and is responsible for developing and delivering Department wide security programs, staff awareness, training, processes and controls to drive continuous improvement in information risk and security management.
- Leads the oversight of ICT service delivery according to the Service Level Agreement (SLA) with Health Support Services (HSS), including business system reliability, performance, availability and recoverability.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### Strategy and Leadership

- Leads the development and ongoing management of the Department of Health's Strategic ICT Plan, Record Keeping Plan and ICT elements of the Strategic Asset Plan.
- Takes carriage of cyber initiatives, advising senior stakeholders on emerging threats, overseeing the detection, identification, reporting and control of security incidents and representing the Department on cyber security committees and working groups.
- Plans, develops and implements strategies, policies and procedures that govern the management and maintenance of information technology and security services to meet corporate security standards and guidelines, enabling and ensuring optimum performance.
- Provides primary support and advice to the Department's ICT Executive sub-committee.
- Provides high level advice to the Director General and Executive Committee on the effective and efficient utilisation of ICT to meet strategic business objectives.
- Develops and maintains the strategic roadmap of the Department's business systems and solutions.
- Leads business case development for ICT initiatives and ensures they are delivered on time, on cost and within scope.
- Manages the ICT Budget and recommends and assesses new/enhanced business applications to meet gaps in service provisions to the Department's Executive ICT Committee.
- Leads the procurement of ICT solutions and services and responsible for ongoing contract management and represents the Department on system wide ICT procurements.
- Responsible for vendor management of new and existing ICT contracts managed by the Department.
- Leads the oversight of ICT service delivery according to the Service Level Agreement with Health Support Services (HSS), including security, business system reliability, performance, availability and recoverability; and ensures value for money outcomes.
- Leads the ICT security and risk function and takes remedial action where required.
- Leads assurance and compliance in the delivery of the information risk and security management capability, driving continuous improvement in the Department's risk profile

- Leads the development and management of Departmental ICT policies, standards and procedures in consultation with HSS and system-wide ICT Strategy and Governance.
- Monitors conformance to legislation, regulations and policies affecting the utilisation of ICT within the Department.
- Leads business process improvement projects and promotes a culture supportive of innovation and continuous improvement.
- Leads information management and library services in accordance with legislation and policies.

#### **Stakeholder Relationships**

- Represents the Department on cyber security committees and liaises and collaborates with counterparts within WA Health and across government to ensure the Department's security requirements are met.
- Participates and represents the Directorate, Division and the Department on internal/external committees and/or working groups.
- Develops and maintains effective networks and partnerships with key stakeholders across the agency, including with HSS, as well as with the wider government, industry and community sectors to achieve objectives and outcomes.

#### **Other**

- Manages resources (including financial, physical, technological and informational) and oversees efficient application to maintain a high level of product/service delivery.
- Performs other duties as required.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria
<ol style="list-style-type: none"><li>1. Considerable skills and experience in the development of ICT security architecture, risk management controls, technologies, methodologies, frameworks, principles, policies, practices, standards and work programs.</li><li>2. Demonstrated experience in providing direction and advice around contemporary and emerging information security issues and trends.</li><li>3. Highly-developed communication and interpersonal skills, including the ability to liaise with internal and external stakeholders, technical teams and business partners.</li><li>4. Highly-developed conceptual and analytical skills, including the demonstrated ability to resolve complex problems and issues.</li><li>5. Demonstrated ability to manage multiple, simultaneous and complex risk and security priorities and initiatives.</li></ol>
Desirable Selection Criteria
<ul style="list-style-type: none"><li>• Relevant tertiary qualifications in information technology, security or risk management and/or an equivalent level of skills, knowledge and experience (IS and/or CS certifications, eg: CISSP; CISM; CISA or equivalent).</li><li>• Knowledge and experience in providing information risk management and security services within a government or large corporate healthcare environment.</li></ul>

Appointment Factors	<ul style="list-style-type: none"><li>– Successful 100 point Identification Check.</li><li>– Successful Criminal Record Screening Clearance.</li><li>– Successful Pre-Employment Integrity check.</li></ul>
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## CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Last updated 20 December 2022  
HSS Registered