



Job Description Form

Cyber Security Graduate Officer - Level 3 (Various)

31 July 2023

Division/Directorate

Various

Branch/Section

Various

Reports to

Manager

Supervises

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Operational Context:

The Graduate Development Program is a rotational program which offers on the job experience with structured learning and a development program that includes coaching, mentoring, support and networking opportunities across public sector.

The program supports Graduates to develop skills in:

- Understanding cyber security controls and incident coordination and response.
- Analytical, conceptual and research skills.
- Time and project management skills.
- Collaboration and liaison with stakeholders.
- Technical documentation and quality assurance processes.
- Government writing and professional communication with technical and non-technical audiences.
- Job Application and Interview Skills training to assist with career advancement after the program.

Role Overview:

The Graduate Officer will provide support for the identification and implementation of cyber security controls, undertake security and event monitoring, respond to cyber security incidents and perform analysis of potential incidents across networks.

Role Responsibilities:

Graduate Officers undertake a variety of work tasks and activities to support their development on a rotational basis throughout the Departments.

It is expected Graduate Officers will undertake the following but not limited to:

- Assist with research and analysis on a range of projects, initiatives, services or systems.
- Provide support for the implementation of Cyber Security controls and/or respond to incidents in accordance with established guidelines and procedures.
- Participate in multidisciplinary, intra/inter-agency teams and support coordination, cross-skilling and collaboration to achieve outcomes.
- Draft correspondence, internal memos, briefing papers, ministerials and reports.
- Research best practice, including current initiatives and innovations.
- Review processes, cyber security policies and procedures to identify and implement improvements.
- Participate in Departmental or Interdepartmental Committees.
- Actively participate in on-the-job learning and training activities provided through the graduate learning and development program.
- Roles may vary with each placement but are all contained in the above general statement.

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 Public Sector 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)

- Demonstrated innovation and initiative in problem-solving;
 - Well-developed conceptual and analytical skills, and the ability to resolve complex problems;
 - Strong communication and interpersonal skills and the ability to work collaboratively in a team;
 - An ability to prioritise work and meet deadlines; and
 - Minimum undergraduate qualification of 3 years (Course requirements completed/due to complete between 2021 and 2023) in science, technology, engineering, math, and/or any cyber security related discipline.
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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
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Certification

DDG Signature:

People Services:

Date:

Date:

