



HSS Registered

Cyber Security Analyst

Health Salaried Officers Agreement: Level G6

Position Number: 603827

Cyber Security

Corporate Services and Contract Management / East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Cyber Security Officer
HSO Level: G12
Position Number: 00603710



Manager Cyber Security, Risk & Compliance
HSO Level: G10
Position Number:



This Position



Directly reporting to this position:

Title

Classification

FTE

Also reporting to this supervisor:

- Business Resilience Coordinator, HSO G10, 1.00FTE

Key Responsibilities

The Cyber Security Analyst is responsible for the administration, monitoring, reporting and maintenance of all cyber security tools and applications within EMHS. as well as contributing to the ongoing development of cyber security management, procedures and processes in accordance with defined policy and standards. The position is responsible for continuous improvement of the cyber and information security needs of EMHS and ensuring the protection of data, information security engineering and the implementation and monitoring of compliance with information security policies and procedures. The position provides analytical support to the Cyber Security team.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the

Brief Summary of Duties (in order of importance)

1. Cyber Security and Incident Management

- 1.1. Assists with investigations and assessments on security breaches and incidents by:
 - prioritising and diagnosing cyber security breaches;
 - undertaking root cause analysis;
 - guiding the refinement of practices and processes to reduce the likelihood and impact of security related risk.
- 1.2. Performs complex problem analysis and fault resolution activities in relation to all services provided by EMHS.
- 1.3. Actively participates in a culture of can-do, customer service, delivering a great experience to all customers.

2. Systems Administration and Operation

- 2.1. Monitors, assesses, and assists in the continual improvement of the performance of cyber security services and capability, and utilising available information, metrics and evaluations develops recommendations for improvement.
- 2.2. Coordinates, performs and supports scheduled security scans, penetration testing, reviews and compliance testing to ensure adherence to cyber security policies, standards and procedures and identify and execute against opportunities for improvement.
- 2.3. Assists in the development and maintenance of cyber security policies, standards, procedures and frameworks.
- 2.4. Contributes to establishing management reporting on information security Key Performance Indicators and Key Risk Indicators and progress on security activities.
- 2.5. Supports the development and maintenance of Business Continuity and Disaster Recovery Plans.
- 2.6. Assists with audit and compliance responsibilities for both internal and external audit requirements.

3. Stakeholder Engagement

- 3.1. Promotes and maintains an active culture of security awareness within EMHS.
- 3.2. Engages, educates and influences business and IT teams on key information security capabilities and initiatives based on standards, trends and alerts from appropriate industry and security monitoring services, to continually improve the information security capability of EMHS.
- 3.3. Provides cyber security policy, technical and operational advice to stakeholders.
- 3.4. Assists with audit and compliance responsibilities for both internal and external audit requirements.

4. EMHS Governance, Safety and Quality Requirements

- 4.1. Participates in the maintenance of a safe work environment.
- 4.2. Actively participates in the Peak Performance program.
- 4.3. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4. Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5. Completes mandatory training (including safety and quality training) as relevant to role, ensures compliance is achieved for all staff within team.
- 4.6. Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Other

- 5.1. Represents EMHS on external committees as required.
- 5.2. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

- 1 Demonstrated knowledge of contemporary cyber security practices and the threat landscape in a large complex organisation.
- 2 Proven experience in a system administration role with practical experience in defining, installation, configuration, of network security systems.
- 3 Demonstrated knowledge and application of risk management strategies and change management practices particularly as they pertain to the provision, and integration of system security services.
- 4 Experience in problem determination and resolution, and ability to research complex issues, analyse data and deliver effective solutions that meet ICT security requirements and business needs.
- 5 Well-developed communication skills, including written and verbal communication, negotiation, influencing and interpersonal skills.
- 6 Experience working with multidisciplinary and cross functional teams and can understand the organisations objectives and align operational activities accordingly.

Desirable Selection Criteria

1. Possession of a relevant industry or tertiary qualification or minimum 5 years relevant industry experience.
2. Experience with Operational Technology security standards.
3. Previous experience within the public and/or health sector.
4. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager / Supervisor

Signature or

HE Number

Date

Dept. / Division Head Name

Signature or

HE Number

Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name

Signature or

HE Number

Date

Effective Date

HCN Registration Details (to be completed by HSS)

Created on July 2023

Last Updated on