Project Manager – Cyber Security Controls
Cyber Security Office

Position number	00045075
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Cyber Security Manager (Level 8)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:
Responsive: We respond to and reflect the needs of our customers.
Flexible: We are flexible and understand that our customers are not all the same.
Transparent: We are clear and open about our services, processes and decision making.
Accountable: We hold ourselves to high standards and deliver on our commitments.
Collaborative: We work in partnership with our customers.

Delivery of Information Communication and Technology (ICT) services provides support for the Department's educational outcomes by developing initiatives and technical support strategies to ensure all 800 Western Australian public schools can be individual, distinctive and responsive to their local communities while still benefiting from being part of a system.

The ICT Operations and Customer service Directorate is part of the ICT Division and is the primary entry point to ICT for any responses to operational issues requests or problems customers of ICT may have. As the highest frequency contact point for customers in many respects it is the "face of ICT".

For further information, please visit the Department website.

Key responsibilities

Specialist Services
- Provide high-level advice and support to the Cyber Security Manager, business units and schools on matters related to the development and effective implementation of the Essential Eight Cyber Security Controls
- Lead the development and delivery of change management projects relevant to the Department's implementation initiatives and target maturity levels of the Essential Eight Cyber Security Controls.
- Develop and implement accountability frameworks related to cyber security initiative and projects.
- Ensure appropriate quality assurance processes are developed and implemented to support the ICT environment and their impact on the Department's policies and processes.

Management and Branch Support
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Prepare high level reports, briefing notes, discussion papers and Ministerial communication.
- Contribute to project management standards, procedures, project reporting and risk management and mitigation strategies for ICT projects.

Customer and Stakeholder Management and Liaison
- Partner with stakeholders across the department to raise awareness of work practice changes needed to achieve the required Essential Eight maturity levels.
- Develop relationships with customers to facilitate a customer focused, collaborative and partnership approach to cyber security and service delivery ensuring cyber security and resilience efforts are informed by understanding the Department's core business functions.
- Establish and maintain strong working relationships and effective communication networks with a broad range of stakeholders to ensure access to diverse specialist knowledge, stakeholder engagement and participation.
- Represent the Cyber Security Manager and the Department on working parties, steering groups, and committees as required.
- Maintain a focus on customer service delivery and continuous improvement of services.

Selection criteria

1. Demonstrated substantial experience and expertise in planning and managing organsiational change initiatives, ICT projects, project management systems and tools to meet defined targets and outcomes.
2. Demonstrated extensive highly developed communication, interpersonal and negotiation skills with the ability to establish and maintain effective working relationships and provide customer-focused services.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to identify innovative solutions to solving problems.
4. Demonstrated highly developed leadership and people management skills to effectively manage multiple project teams.
5. Demonstrated highly developed organisational skills, including the ability to determine and set priorities.

Eligibility and training requirements

Employees will be required to:

- complete and maintain a Project Management qualification
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

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