



## Senior Consultant – Cybersecurity and Network Information Systems

<b>Position number</b>	00045170
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Information Systems (Level 8)
<b>Direct reports</b>	Nil

### Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of, the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit [scca.wa.edu.au](https://scca.wa.edu.au) to find out more information about the School Curriculum and Standards Authority

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide specialist technical advice and proactive consultancy services to the Manager Information Services and to internal stakeholders on the Authority's cybersecurity and networks.
- Assist the Manager, Information Systems in providing information systems and technology services to the Authority.
- Manage the development and maintenance of information systems that meet the required specifications and twenty-four hour operations.
- Manage and coordinate the identification, development and implementation of security firewalls for the Authority including the monitoring of user access to the network.
- Assist with procurement, contract management and development of strategies, policies and procedures for the management of cybersecurity and network infrastructure.
- Contribute to the development of the Authority's Disaster Recovery Plan and coordinate disaster recovery planning activities with internal and external stakeholders.
- Provide specialist technical input to the infrastructure and capacity planning and strategies by the Information Systems Branch.
- Oversee the development and implementation of long and short-term information system projects.
- Identify and provide solutions to complex technical issues relating to cybersecurity and networks at the Authority.
- Work collaboratively and in cooperation with the Information Systems Help Desk Team.
- Maintain current knowledge of cybersecurity and information systems and provide high level technical advice to the Manager Information Systems.
- Manage and coordinate the installation, configuring and maintenance of all network hardware and systems, monitoring network security and ensuring the optimum performance of both hardware and software.
- Manage the installation and implementation of local area network and IT hardware and software and installs, and configure and create a standard operating system.
- Liaise with application custodians, contractors and consultants to ensure information systems operate in accordance with specifications and meet organisational standards and procedures.
- Liaise with project sponsors and other internal and external stakeholders on all matters regarding information systems development.
- Coordinate system processing for the annual WACE Examinations, ensuring reports and documentation are provided in an accurate and timely manner.
- Participate in the on call roster to provide support to relevant systems during the WACE exam period.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

### Selection criteria

1. Demonstrated substantial experience with major systems design, development and implementation and with the formation of IT systems development plans, methodologies associated with system development life cycles and project management in a systems development environment.
2. Demonstrated highly developed project management skills including a proven ability to prepare, plan and control project schedules and resources.
3. Demonstrated highly developed communication and interpersonal skills, including ability to write system documentation

4. Demonstrated highly developed conceptual and analytical skills that demonstrate the ability to identify and clarify problems and generate appropriate strategies to address them.

### **Eligibility and training requirements**

Employees will be required to:

- hold a recognised qualification in mathematics, computing or an approved equivalent and be currently registered or eligible for registration to the Australian Computer Society
- 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
- 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**

Date            25 September 2024  
Reference    D24/0715829