

Job Description Form – Senior ICT Risk and Policy Officer

Position number:	16272	Classification:	Level 6
Division:	Corporate Services	Branch/section:	Digital and Technology Services
Reports to:	16321 – Manager Governance and Commercial Management	Direct reports:	Nil

About the Department

Mission

To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce.

Vision

Western Australia is celebrated as the best place to live in Australia.

Values

Respectful
Accountable
Responsive
Open-minded
Integrity

Context

The Corporate Services team includes human resources, procurement, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

Position purpose

Responsible for identifying and managing Information and Communication Technology (ICT) risk in alignment with the DLGSC risk management policies and frameworks, identifying treatment action plans (TAPs) for risks and providing practical support in the implementation of TAPs for the Digital and Technology Services (DaTS) business unit. Responsible for the development, review and maintenance of ICT policies, guidelines and other related materials.

Responsibilities

1. Ensure the development, implementation and ongoing coordination of DaTS risk management program to ensure compliance with DLGSC Risk Management Framework.

2. Actively manages DaTS Risk Register in alignment with DLGSC risk management framework, including the identification of risks, risk assessment and identification of practical and relevant treatment action plans (TAPs) and oversees and supports the implementation of TAPs.
3. Provides pragmatic ICT risk management consultancy services to meet business needs to foster a positive risk management culture.
4. Provides risk management support during ICT disaster recovery, business continuity and incident management efforts.
5. Represents DaTS in business risk planning meetings and workshops, policy governance committee meetings and policy consultation working groups.
6. Undertake complex ICT policy development, reviews and monitor policies, programs and business processes for compliance.
7. Maintain and facilitate the development of contemporary ICT policies, guidelines, and related documents in alignment with industry frameworks & standards, and support user education on these policies.
8. Monitors emerging issues, relevant trends, approaches and issues in relation to ICT policy; identifies and leverages potential impacts of trends and issues for the DLGSC digital systems.
9. Reviews and provides feedback on policy proposals and other similar documents.
10. Prepares and presents comprehensive reports, memos, presentations, briefing notes and other documents incorporating research and feedback related to ICT risk and policy.
11. Assists with audit compliance and reporting regarding ICT risk and policy.
12. Establishes and maintains professional working relationships with key stakeholders and client groups, including relevant industry ICT risk and policy bodies, departmental staff and other government agencies.
13. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Demonstrated experience in identifying, managing, and treating ICT risk, supported by strong knowledge of contemporary risk management practices, industry frameworks, and standards, with the analytical skills to anticipate, assess, and mitigate impacts.
2. Proven experience in the development of ICT policies, guidelines, and procedures in complex environments, utilising relevant industry frameworks and standards to ensure effective and comprehensive policy formulation.
3. Demonstrated capability to achieve deadlines, self-manage workload and manage multiple projects simultaneously with attention to detail and quality.
4. High level written communication skills, including the ability to prepare concise and effective reports, presentations, and other materials tailored to the target audience.

5. High level interpersonal and verbal communication skills, with the ability to build productive relationships and negotiate effectively with diverse stakeholders at all levels.

Desirable

1. Relevant information technology or risk management tertiary qualification.
2. Certification in relevant ICT industry framework (e.g. ITIL, CRISC, etc.).

Special conditions

Nil

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

Registration date	16 January 2025
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