



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Security Operations Centre Analyst

Level

6

Position Number

37289
(Nominated)

Division/Directorate

Information Management and Operational Systems

Branch/Section

Network and Security Operations Team

Effective Date

April 2025

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Security Operations Centre Team Leader, Level 7

Subordinates: No Direct Reports

Key role of this position

The IT Security Analyst will play a crucial role in assessing and mitigating cyber risks within PTA. This position involves conducting detailed risk assessments, analysing threats, and developing strategies to protect PTA's digital assets and data across IT and OT environments.

This position ensures access is authorised, registered and controlled to prevent accidental or malicious damage to data and equipment. The position is also responsible for supporting security standards, policies and ensuring all current practical security measures are implemented, tested and are kept current and fully documented.

Core duties and responsibilities

- Conduct comprehensive security risk assessments across IT & OT environments.
- Develop and implement risk treatment plans for identified vulnerabilities.
- Evaluate third-party/vendor risks and ensure compliance with security policies.
- Recommend security controls based on industry standards.
- Work with network and security operations team and key stakeholders to enhance incident response plans and resilience.
- Assist in audits and regulatory compliance.
- Perform Business Impact Analysis (BIA) and risk prioritization exercises.

Leadership and Management

- Assists with the security direction for the Information Management & Operational Systems (IMOS) to ensure it is relevant for the business outcomes the PTA is seeking to achieve.
- Provides technical and strategic advice to support the division and PTA technological options relevant to security activities.
- Liaises with all the Division to ensure that security issues are considered in relation to IT and OT business operations.
- Assists in the development of Risk Management, Business Continuity and Disaster Recovery Plans that support the Division and the PTA.
- Escalates security concerns to the Manager Cyber Security and Network Controls in a timely manner.

Business Improvement

- Analyses performance and availability of the PTA's IT Security Systems and Services, identifies problem areas, designs, proposes and implements solutions to enhance these IT Security Systems and Services.
- Research Information Security trends, particularly in regard to the PTA IT architecture.

Operational Effectiveness

- Experience in cybersecurity risk assessment across IT & OT environments, threat modelling, or security compliance.
- Hands-on experience with developing treatment action plans for identified vulnerabilities and evaluating third-party/vendor risks and ensure compliance with security policies.
- Working Knowledge of security frameworks and security standards.
- Participates in the creation and maintenance of IMOS procedures and standards.
- Initiates and leads projects designed to position the PTA to be able to respond to security breaches, IT trends and to protect the PTA's computer facilities, data resources and assets.
- Provides security reporting using best practice metrics that support reporting to PTA management from operational resolver teams up to executive.
- Coordinate effective take-up and use of security tools.
- Assists in legal and compliance investigations and reports on outcomes.

Service Delivery

- Monitors and protects PTA Operational Systems and Technology against cyber threats to the organisation, escalating where appropriate.
- Contributes to the development and measurement of Service Level Agreements and Operational Level Agreements.
- Develops and sustains strong effective working relationships with colleagues, customers and clients.
- Provides advice & supports legal and compliance investigations.
- Contributes to the provision of IT security awareness to the PTA workforce.

Project Delivery and Support

- Assists in the preparation of business case documentation for new technology systems or improvements to current systems.
- Provides technical expertise on PTA technology projects as required.

Other Duties

- Represents the Branch and/or manager at meetings as required.
- Other duties as directed.

SELECTION CRITERIA

1. Core Competencies

- Tertiary Education in Computer Science, Information Security, or related field.
- Relevant certifications, such as CISSP or GIAC, are preferred.
- Significant recent experience in cybersecurity or information security
- Experience in conducting security risk assessments.
- Strong understanding of cybersecurity principles, including threat definition and mitigating controls.
- Experience building and maintaining a threat profile for an organization.
- Experience leading security incident response activities.
- Ability to work collaboratively with cross-functional teams, including IT and business units.
- Experience with security automation and orchestration tools is a plus.

2. Conceptual, Analytical and Problem Solving

- Well-developed conceptual and analytical skills including the ability to analyse information and data and provide reports relating to the findings.
- Ability to work in a fast-paced, dynamic environment and quickly adapt to new technologies and procedures

3. Organisation

- Well-developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective people management.

4. Leadership and Management

- Well-developed leadership skills, including the ability to engage people and generate support towards effective IT and OT security principles.

5. Communication and Interpersonal

- Well-developed communication skills (written, verbal and interpersonal) including the ability to develop team skills and to develop a rapport with internal and external stakeholders.

6. Personal Attributes

- Encourages and promotes a commitment to public service values and professionalism by exhibiting personal integrity, advocating self-development and acting with integrity at all times.

7. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date