Public Transport Authority

Job Description Form

Our Purpose

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

Position Title
Network Security Analyst

Level
6

Position Number
36204
(Nominated)

Division/Directorate
Operational Systems and Technology

Branch/Section
Security and Network Controls

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

- Protects the PTA IT & OT network from cyber threats by conducting regular scans and analysing the results to identify, assess, and mitigate vulnerabilities.
- Evaluates the severity and impact of identified vulnerabilities using frameworks like Common Vulnerability Scoring System and provides guidance and assistance to other PTA IT & OT teams for remediation.
- Designs and implements both physical and virtual security systems, including those for computer communications and telecommunications.
- Maintains security system performance to agreed service levels.
- Manages the equipment that activates all security pieces.
- Troubleshoots cyber security problems.
- Researches and integrates new technologies into the cyber security systems life cycle.
- Interfaces with Security Administrators to manage or assist in problems.

Core duties and responsibilities

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 business operations.
- Provides information security advice to the Executives, Information Technology Branch Managers, Auditors and staff on security solutions relating to the IT Infrastructure and Services.
- 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

- Act as a subject matter expert on cybersecurity and vulnerability management, staying up to date with the latest threats and vulnerabilities.
- Develop and implement remediation plans to address identified vulnerabilities and co-ordinate with PTA IT & OT teams to ensure timely and effective remediation.
- 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 & inform the business on security trends, particularly with applicability to the PTA architecture.
- Delivers and owns an effective event management capability across the IT & OT domain.
- Provide technical guidance and expertise to internal teams and external partners.
- Identify opportunities for process improvement, automation, and tool enhancements to improve the efficiency and effectiveness of the security operations team.
- Develop and maintain security metrics and reporting to communicate the effectiveness of the security operations environment.
- Monitors contemporary trends and technological advances at a national and international level, reporting on the impacts of trends and making recommendations on the introduction of new technology.
- Monitors and reviews work practices within the function, promoting innovation, knowledge management and continuous improvement.

Operational Effectiveness

- Conduct regular vulnerability scans of systems, networks, and applications across the PTA IT & OT network to identify weaknesses.
- Co-ordinates effective take-up and use of security tools.
- 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.
- Co-ordinates the testing of new security updates across the PTA IT & OT network.
- Provide backup to other cyber operations roles through cross skilling.
- Assists in legal and compliance investigations and reports on outcomes.
- Research and stay informed about emerging security threats and vulnerabilities.

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 and advice & supports legal and compliance investigations.
- Contributes to the provision of IT security awareness to the PTA workforce.

Project Delivery and Support

- Prepares reviews and co-ordinates business case documentation for new technology systems or improvements to current systems.
- Manages relevant technology projects, ensuring compliance with the PTA Project Management Framework
- Provides Technical expertise to projects as required.

Other Duties

- Represents the team leader 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 experience in cybersecurity or information security.
   - Experience with Vulnerability Management tools and processes.
   - Strong understanding of cybersecurity principles, including threat detection and incident response
   - 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 tools integration and automation and/or orchestration tools
   - Experience in an Operational Technology environment 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 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**