Cyber Security Specialist
ICT Cyber Security

Position number	00040585
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
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 and communication 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.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Undertake high level research and analysis activities to ensure effective, reliable, and secure operation of the department's information systems.
- Maintain a high level of awareness of current and developing cyber security technologies, techniques, and methodologies.
- Investigate security incidents to inform and refine practices and processes contributing to the development and implementation of pragmatic security solutions.
- Review and implement security measures for all information technology systems to safeguard confidential information and ensure adherence to adopted security standards.
- Manage and maintain processes through regular reviews of the organisations security documentation to ensure proactive monitoring of system security.
- Inform the Manager, Cyber Security of current trends and issues and identify solutions to protect the department's ICT infrastructure from cyber attacks
- Liaise with internal and external stakeholders on matters relating to cyber security incidents and developments.
- Provide high level technical advice and expertise relating to investigations of security breaches and incidents.
- Maintain and promote an active culture of security awareness within the organisation.
- Prepare reports, memos, briefing notes, and other documents.

Selection criteria

1. Demonstrated experience in complex and varied ICT security environments, including the oversight of security administration functions.
2. Knowledge of contemporary ICT security equipment, standards, architectures, infrastructure, and documentation standards.
3. Experience and/or knowledge in the administration and monitoring of a compliant ICT security model within a large and complex networked environment.
4. Experience and/or knowledge in undertaking security incident investigations and the development of security incident reports.
5. Demonstrated knowledge of cyber security standards and frameworks.

Eligibility and training requirements

Employees will be required to:

- 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   10 May 2024
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