

Information Package

Cyber Security Analyst



APPLICATIONS CLOSE: Friday 10 May 2024

Position Overview

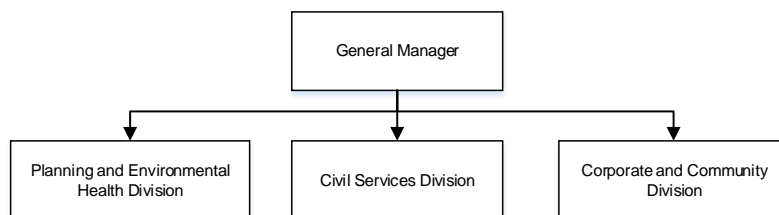
Reporting to Council's Coordinator Information Technology, this position will support the team in ongoing system evaluation, selection, development, implementation and maintenance to protect Council's information assets.

Key focus areas of the position will be to maintain staff alertness around cyber risks and mitigation strategies, and to monitor processes and systems to ensure adherence and implement improvements to information security policies, standards and protocols.

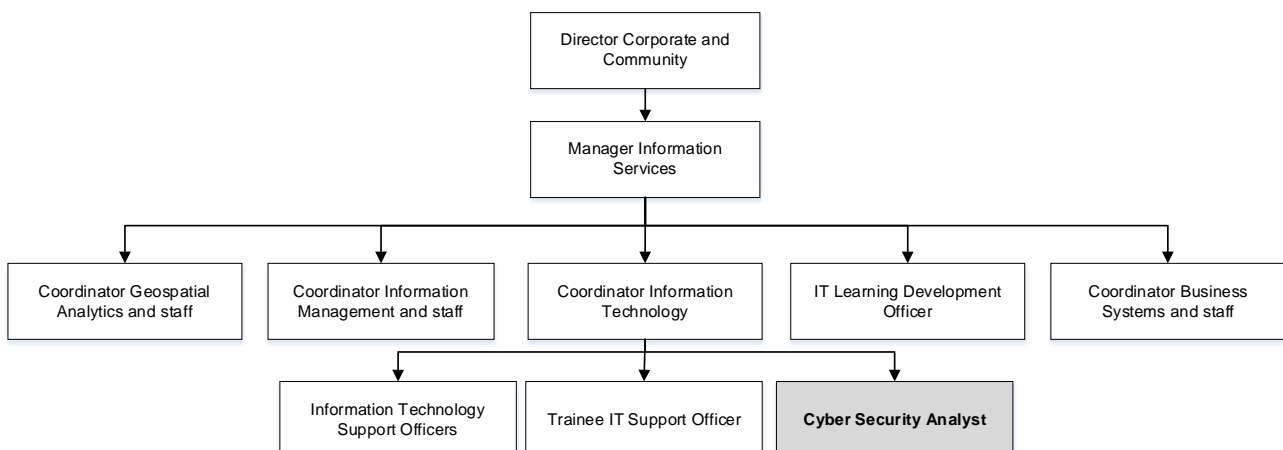
The position is also required to provide high level customer service to Council's internal and external customers, and support the Coordinator in achieving the section's goals and objectives.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Cyber Security Analyst, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-employment medical self assessment – the completion of Council's pre-employment medical self assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Cyber Security Analyst is assessed at Grade 13 under Council's salary structure, and provides an annual salary range of \$79,000 to \$90,700 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, Council employees have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

Application Requirements

Applicants must complete an application online via the following link: <https://ballina.nsw.gov.au/careers--88>, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Cyber Security Analyst is as follows:

Closing date: Friday 10 May 2024

Interview date: Week commencing 27 May 2024

Candidates notified of outcome: Week commencing 3 June 2024

For further information on this recruitment process, please refer to Council's website or contact Council's People and Culture section on 02 6686 1443.

Position Description

Position Summary

Position Title:	Cyber Security Analyst
Position Status:	Permanent, full time
Reports to:	Coordinator Information Technology
Location:	Administration Building 40 Cherry Street, Ballina
Applicable Grade:	Grade 13

Position Objective

- To contribute to the ongoing evaluation, selection, development, implementation and maintenance of information system's risk and security controls to protect Council's information assets.
- To review, monitor and analyse Council systems and networks, ensuring security services and controls are operational and configured for optimal outcomes.
- To provide a quality support service for cyber security situational awareness, threat intelligence and vulnerability management.

Organisational Relationships

Within Division:	Director Corporate and Community Manager Information Services Coordinator Information Technology Information Services staff
Within Council:	General Manager All Council employees
External to Council:	Public authorities Auditors

Our Vision

Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Our Community Values (CARES)

Creative * Accessible * Respect * Energetic * Safe *

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management and staff with respect to information security matters.

Application of Technical Skills

- Prioritise and diagnose information security incidents, undertake root-cause analysis and assist in security incident investigation, resolution and prevention.
- Coordinate, perform and support scheduled security scans, reviews and compliance testing to ensure adherence to information security policies, standards and protocols, and exercise opportunities for improvement.
- Manage vendor/supplier information security risk assessments.
- Analyse and report on cyber security threat intelligence.
- Coordinate the vulnerability, penetration, and cyber incident response testing programs.
- Coordinate the development and delivery of cyber security awareness training to the organisation.
- Contribute to the development and maintenance of information security policies, standards, procedures and frameworks.
- Provide support in the management of and coordinated response to significant cyber security incidents.
- Demonstrate proficiency in website security protocols and practices.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council's Audit and Risk Improvement Committee and relevant governing bodies on issues as they relate to this position.

Financial Management

- Ensure works are undertaken within specified budgets.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Teamwork

- Participate as a positive team member and contribute to the achievement of the team goals and objectives.
- Work with NRJO information technology and security teams to develop and maintain a consistent regional approach to information security.
- Liaise and maintain relationships with Cyber Security NSW, Australian Cyber Security Centre, external information security consultants and IT systems suppliers as required.

Continual Improvement

- Monitor, assess and assist in the continual improvement of the performance of cyber security services and capability in line with Council's Cyber Security Strategy.
- Develop and maintain a program of security enhancements to align with the Essential 8, and continually assess Council's progress against same.
- Undertake continuous professional development to ensure that a contemporary skill set is maintained.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, information management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

Following are the essential and desirable criteria for the position:

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Qualification at minimum of Certificate IV level in Cyber Security or equivalent.
- Demonstrated experience in the identification and management of information security risks and vulnerabilities.
- Demonstrated understanding of information security management frameworks such as ACSC Essential 8, ISO/IEC27001, NIST.
- Proven excellent written and oral communication skills including interpersonal presentation, negotiation and conflict management.
- Demonstrated ability to work effectively in a team environment.
- Demonstrated ability to manage projects within set timeframes.
- Current class C driver licence.
- Knowledge and understanding of the principles and practices of EEO and WHS, and an ability to apply them to the work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Tertiary qualifications in Cyber Security or Information Technology.
- Industry certification – CISSP, CISM or equivalent.
- Essential 8 Assessment (TAFEcyber).
- Experience in securing industrial control and SCADA systems.
- Certificate IV in Training and Assessment.