

# Role Description

## IT Security Engineer



<b>Title</b>	IT Security Engineer
<b>Classification/Grade/Band</b>	Band 3 Level 2
<b>Group/Unit/Section</b>	Information Management + Technology / IMT Assure / IMT Security, Risk & Governance
<b>Reports to</b>	IM+T Security & Risk Lead

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Safe and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of IT Security Engineer is responsible for providing engineering design, analysis, and support Information security systems. In addition, the IT Security Engineer will develop tools and solutions that will enable Council to prevent and respond effectively to attacks.

The position of IT Security Engineer is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Researches, designs, and implements information security solutions for CCC's systems and products that comply with all applicable security policies and standards;
- Works with wider IMT and stakeholders to ensure that security is factored in the evaluation, selection, installation and configuration process of hardware and software;
- Analyzes and makes recommendations to improve network, system, and application architectures;
- Examines network, server, and application logs to determine trends and identify security incidents;
- Assists in the review and update of information security policies, architectures, and standards;
- Assists in responding to audits, penetration tests and vulnerability assessments;
- Collaborates on critical IT projects to ensure that security issues are addressed throughout the project life cycle.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience;

## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the IT Security Engineer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;



- Decisions made by the IT Security Engineer affect the work and activities of others within the section or from a specific project team;
- The work of the IT Security Engineer influences and supports the community within a specified service line through the application of technical skill and/or application of regulatory requirements;
- The IT Security Engineer is responsible for ensuring that Council and operational standards and processes requirements are met at an operational level;
- Identifies requirements as an input to budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

### **Interpersonal Skills**

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;



- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

### **Business Enablers and Technical Skills**

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

### **Team Work**

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

## **QUALIFICATIONS**

### **Essential**



- Degree qualification in Computer Science, Information Security or related field OR demonstrated solid contemporary experience in a Security Architect or Engineer role ,combined with ongoing professional development;

### **Desirable**

- Advanced IT Security Certifications such as CISSP, CISA, CRISC, CISM.

### **EXPERIENCE**

- Demonstrated extensive knowledge of common vulnerabilities and exploitation techniques;
- Proven experience with regulatory compliance and information security management frameworks (e.g., ISO27000, COBIT, NIST 800, etc.)
- Demonstrated practical experience with database security, content filtering, vulnerability scanning, and anti-malware;
- Demonstrated technical expertise in network security knowledge, to include VPN, Firewall, network monitoring, intrusion detection, web server security, and wireless security;
- Proven strong decision-making capabilities, with an ability to weigh the relative costs and benefits of potential actions and identify the most appropriate one;
- Proven ability to communicate complex and technical issues to diverse audiences, orally and in writing, in an easily-understood, authoritative, and actionable manner;
- Demonstrated understanding of business needs and commitment to delivering high-quality, prompt, and efficient service to the business

### **Key Relationships**

Internal	External
Leadership Team	Vendors
Unit Managers	Industry representatives and associations
Section Manager/ Leader	Government Officers (eg Dept of Local Government)



Council employees	Consultants, solicitors and other professionals
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