

CLARENCE VALLEY COUNCIL

Position Description

Information Technology Security Officer

Directorate	Corporate & Governance - Finance & Systems
Location	Grafton
Classification/Grade/Band	Grade 11
Position Code	
Date position description approved	30 June 2021

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The IT Security Officer performs complex system administration functions including Identity and access management, Intrusion detection/prevention, data loss prevention, application of security policy, service audit, monitoring, problem investigation and resolution.

The IT Security Officer provides expert technical advice, training, education and general awareness of security systems and infrastructure.

Key accountabilities

Within the area of responsibility, this role is required to:

- Formulate and manage policy and procedure that protects the physical and logical security of IT systems, infrastructure and assets.
- Develop, implement and monitor intrusion detection/prevention systems and methodologies.
- Plan regular security audits and undertake security impact assessments against organisational systems and data and implement risk mitigation action plans.
- Design and implement secure network technologies, client, and server operating systems.
- Schedule and monitor patch and update release and deployment.
- Improve data loss capabilities through analysis of detected incidents, emerging threat patterns and vulnerability scanning of IT devices and networks.
- Manage cloud security services, controls and compliance.
- Prepare and deliver training, education and general awareness of IT system, infrastructure and asset safety.

Key challenges

- Identifying and mitigating risks before security breaches result in data loss will require someone who has a keen eye for detail and who is quickly able to familiarise themselves with the diverse range of data sets and vulnerabilities of the organisation.
- Managing work priorities effectively and completing multiple projects of the Information Technology Team within required timeframes and to agreed standards.
- Educating staff on the risks associated with security management in a way that effectively promotes vigilance will require someone with the ability to communicate complex technical issues in impactful ways.

Key internal relationships

Who	Why
Director Corporate & Governance and Manager Finance & Systems	Ensure that risks to systems, networks and data are communicated and understood.
Team Leader Information Technology	Liaise to obtain strategic direction and guidance on performance of systems and potential variations for major projects that may have an impact on the organisation.
Information Technology & Corporate Systems Teams	Collaborate and participate in the team to achieve tasks, goals and objectives and support that contribute to achieving Council's obligations.
All Council Staff	Collaborate to ensure that Information Technology projects and services are aligned with business needs.

Key external relationships

Who	Why
Contractors, Suppliers and other Councils and organisations.	Purchasing, contracts, support, licencing and other agreements as well as inter Council projects and collaboration.

Key dimensions

Decision making

Makes decisions and acts within Council's core values, ethical standards, strategic plans, policies and priorities, legislative and regulatory frameworks, delegations, agency policy and procedural frameworks and guidelines.

Reports to	Team Leader Information Technology
Direct reports	Nil
Indirect reports	Nil





Essential requirements

Tertiary qualifications in Information Technology or related discipline or equivalent ICT industry experience, including 2+ years of experience working in information security. Current Drivers Licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Resources Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements