



## CITY OF ALBANY POSITION DESCRIPTION CYBER SECURITY OFFICER

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Cyber Security Officer	<div>Manager IT</div> <div>↓</div> <div>Cyber Security Officer</div>
<b>LEVEL:</b> Level 5, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Corporate Services	
<b>REPORTS TO:</b> Manager IT <b>RESPONSIBLE FOR:</b> NIL	

### 3. POSITION OBJECTIVE

To safeguard the City's information and systems against cyber threats by monitoring, detecting, and responding to security incidents, implementing effective security controls, and ensuring compliance with relevant standards and regulations. The role also encompasses conducting risk assessments, leading incident response, delivering security awareness training, and maintaining security tools. In addition, the position supports and maintains the City's CCTV and electronic physical security systems and equipment.

## **4. KEY RESPONSIBILITIES**

### **Technical**

Working with the IT Team and security consultant companies the key technical responsibilities of the role include:

- Identifying, assessing, and mitigating potential cyber security risks.
- Investigating and responding to security breaches and incidents.
- Configure monitoring systems and networks for suspicious activity.
- Implementing and maintaining security measures like firewalls, intrusion detection systems, and access controls.
- Ensuring the organisation adheres to relevant security standards and regulations.
- Developing and maintaining security policies, procedures, and documentation.
- Conducting digital forensic investigations on compromised systems.
- Assessing and securing cloud-based services and applications.

### **General**

- Maintain technical documentation and procedures pertaining to the role.
- Assist team members to support other IT areas including servers, databases, network and WAN.
- Troubleshoot hardware and software problems and take corrective action in line with departmental procedures.
- Manage IT projects as required and assist team members with their projects.
- Understand, promote and adhere to the policies and procedures in the City of Albany IT Policies & Procedures Manual.

### **Interpersonal Skills/Customer Service**

- Educate users about security best practices and promote a security-conscious culture.
- Foster, advocate and implement the City of Albany's customer service focus and practices.
- Assist with the promotion of best practices and quality improvement programs and activities with the Team.
- Provide a high standard of communication and liaison with all stakeholders.
- Guide the junior staff in the IT Team to achieve outcomes and objectives as per business requirements

### **Work Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within our own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Ability to analyse complex systems, identify vulnerabilities, and develop solutions.
- Effective written and verbal communication to explain security concepts and guide users.
- Proficiency with security tools, technologies, and architectures.
- Ability to troubleshoot security issues and develop effective solutions.
- Excellent attention to detail which is essential for identifying subtle security threats and vulnerabilities.

- Strong initiative skills
- Ability to work in a multi-disciplined team environment.
- Excellent interpersonal skills with the ability to build productive relationships with people at all levels internally and externally.
- Strong time management and organisational skills.

### **Knowledge**

- Knowledge of IT technologies associated with cyber security.
- Knowledge of security standards and familiarity with relevant frameworks like Essential 8 and ISO/IEC 27000 series.
- Good understanding of Windows desktop operating systems, PC hardware and software applications.
- Willingness to develop knowledge and understanding of other IT technical areas.

### **Experience and Qualifications**

- Previous experience working in a similar Cyber Security role involving a high degree of exposure to cyber security threats and associated controls.
- Cert III Information Technology qualification or at least 3 years equivalent work experience.
- Cyber Security qualification (e.g. CompTIA Security+) (desirable).
- "C" Class Driver's Licence.
- National Police Clearance.

## **6. CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

(Manager or above) (Please print)

DATE: \_\_\_\_\_