

# Job Description

We are Campbelltown, where opportunity comes to life

<b>Position Title:</b>	Cyber Security Lead
<b>Position No:</b>	IMT051
<b>Division:</b>	City Governance
<b>Section:</b>	Corporate Support Systems
<b>Job Grade:</b>	Grade 19
<b>Reports to:</b>	Executive Manager CSS

## JOB SPECIFICATION

### Position Overview

- Responsible for the Cyber Security program and security functions of ICT services across the organisation
- Work collaboratively with ICT team and provide organisational guidance for all Cyber Security related matters
- Managing compliance to relevant Cyber Security acts, standards, frameworks and guidelines (eg. Privacy Act, ISO27001, Office of Local Government Cyber Security Guideline)
- Business relationship management – Engage with other leaders across the business to foster a secure solution focused ICT brand by understanding and responding appropriately to business needs

### Key Duties & Responsibilities

- Develop, maintain and implement a cyber security strategy/program, architecture and risk management process and incorporate these into the Campbelltown City Councils current risk framework and processes
- Collaborating with privacy, audit, information management and risk officers to protect Campbelltown City Councils information and systems
- Governance reporting to relevant Committees on all security related matters on a regular and ad-hoc basis when required
- Building and maintaining a cyber incident response capability
- Managing and coordinating the response to cyber security incidents, changing threats and vulnerabilities
- Developing and maintaining cyber security policies, procedures and guidelines aligned to the Office of Local Government Cyber Security Guidelines
- Providing expert knowledge guidance and advice on cyber security risks introduced from business and operational change
- Ensuring appropriate management (oversight only) of the life cycle of cyber security platforms including design, deployment, ongoing operation and decommissioning
- Ensuring appropriate management (oversight only) of the availability, capacity and performance of cyber security hardware and applications
- Providing specialised input and support to regulatory compliance and assurance activities and managing any resultant remedial activity
- Conducting risk assessments and developing strategies to counter cyber threats.

#### DATA AND DOCUMENT CONTROL

- Establishing training and awareness programs to increase employees' cyber security capability

## Performance Standards

- To “live” the organisational values of respect, integrity, teamwork, trust and optimism, thereby positively contributing to the direction and culture of Council.
- Completion of performance reviews and training plans in accordance with Organisational Standards.
- All staff have a duty to ensure that they comply with the requirements of all relevant standards, codes of practice and legislation including the Local Government Act 1993 and the State Records Act 1998.
- All staff are required to perform their duties in accordance with Council's Policies, Authorised Statements, Procedures, Job Description, Risk Identifications, Work Method Statements (WMS), Safe Operating Procedures (SOP) and site-specific documents.
- The responsibility of staff is to ensure that they take reasonable care of their own health and safety.
- To work in line with Council's strategies and plans including the Community Strategic Plan, Delivery Program and Operational Plan.
- Delivery of ICT services and support within defined standards
- Business relationships fostered and maintained
- Adhere to operational and service level agreements for ICT services



## PERSON SPECIFICATION

### Essential Criteria

- \* Tertiary qualifications in a relevant ICT discipline plus relevant information security certification.
- \* Substantial years of experience in information security, including hands-on experience in security program, governance and risk management at a leadership level.
- \* In-depth knowledge of information security frameworks, standards, and best practices, such as ISO 27001, Essential 8, Office of Local Government Cyber Security Guideline (or NSW Mandatory 25)
- \* Demonstrated experience in creating and implementing information security policies and procedures, with a proven ability to successfully lead Cyber Security programs.
- \* Excellent problem solving and analytical skills; including the ability to think innovatively for solving complex problems
- \* Working knowledge of Cyber Security technologies; multifactor authentication, vulnerability management, patch management, SIEM, SOC, IAM, EDR and network security.
- \* Experience in problem ownership and escalation management
- \* Excellent written and verbal communication skills with the ability to communicate information security and risk-related concepts to both technical and non-technical audiences at all levels of the organisation.

## Desirable Criteria

- Relevant certifications such as CISSP, CISM, CEH, or similar are highly desirable
- Postgraduate qualification in Computer Science, Information Technology, or a related field.

## Behavioural Competencies & Personal Attributes

- Charismatic
- Accountability
- Communication (written and verbal)
- Ability to de-escalate conflict
- Self-discipline
- Stay calm and focused in the face of challenging situations
- A detail-oriented working style
- Passionate about helping others

## Further Responsibilities

Equal Employment Opportunity Principles	A knowledge and application of Council's Equal Employment Opportunity principles is required. Promotion of Council's EEO and Harassment Prevention principles is required.
Delegations	As per delegations and policy register in <a href="#">PULSE</a> .
Work Health and Safety	<a href="#">Category 6</a>
Pre-employment Health Assessment Category	Low Risk
Review Process	Job and Person Specifications are reviewed annually in conjunction with Council's Performance Development System.
Authorisation	Director City Governance

## Acknowledgement of Country

Campbelltown City Council resides within Dharawal country. We honour and respect our Aboriginal and Torres Strait Islander Traditional Custodians, Elders and communities and the spirit that binds us in our dreams and aspirations on Dharawal country.