Department for Child Protection

ROLE TITLE:	**Lead Cyber Security Advisor**	**DIRECTORATE:**	**ICT and Information Management**
CLASSIFICATION:	**ASO7**	**BUSINESS UNIT:**	**Infrastructure and Support**
POSITION NO:	**P10167**	**FTE:**	**1.0**
DATE REVIEWED:	**February 2023**		
REPORTS TO:	**TBC**	**ROLES REPORTING TO THIS ROLE:** Cyber Security Officer (1.0)	

ROLE PURPOSE:

The Lead Cyber Security Advisor is a role within the ICT & Information Management directorate of the Department for Child Protection (DCP). It is accountable for the delivery of critical agency cyber security functions required comply with the South Australian Cyber Security Framework (SACSF) and other relevant regulations and standards. The role will provide high level cyber security advice to senior management with regards to incidents, risk and threat assessments across various platforms and applications, implementation of controls, awareness communications and ultimately delivery of the agency ICT Cyber Security workplan. The Lead Cyber Security Advisor will work closely with senior leadership, management, system owners and staff within the DCP and will provide the supervision of junior staff and contractors as required, together with undertaking the role of Deputy IT Security Advisor.

This role is designated a position of trust and is an exciting opportunity to join a team of ICT professionals who are dedicated to delivering positive outcomes to some of the most vulnerable people in our community.

KEY OUTCOMES:

1. Plan, implement and evaluate the delivery of critical agency ICT security functions and services, including the development of ICT security strategies. The strategies align with the requirements of the SACSF and other relevant regulations and standards, and supports DCP current and future business needs.

2. Lead the identification, delivery and maintenance of policies, processes and guidelines that ensure the agency's responsibility to securely store, process or communicate classified electronic information, delivered in compliance with the Australian Government Information Security Manual [ISM].

3. Manage and undertake security risk assessments on DCP ICT systems, and provide expert guidance on security controls for risk treatment, information security management system (ISMS) asset classification, risk definition, and remedial actions for the ongoing management of residual risk and treatments.

4. Develop and implement information security awareness strategies and plans to facilitate communication across DCP and to inform information asset owners of the stages and impact of information classification processes, security standards, potential costs, functionality and user impact.

5. Coordinate and undertake ongoing security assessments of DCP people, data, applications, hosts and networks, to ensure that control and security considerations are embedded in the management of agency ICT infrastructure, applications and systems.

6. Assist in the management and operation of system and end point security, including delivering management reports relating to ICT security compliance and monitoring performance and outcomes.

7. Coordinate and undertake the review and maintenance of complex security documentation, flow charts, process models and standard operating procedures.

8. Identify and resolve technical issues related to the Agency's ICT security functions, including monitoring, reviewing, establishing and maintaining effective work practices and processes which support successful outcomes.

9. Deliver high level and expert liaison, consultancy and advice to internal and external stakeholders to support best practice outcomes for ICT security, including collaborating with a senior management, clients, consultants and service providers.

10. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with DCP policy & procedure, and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

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KEY RELATIONSHIPS/INTERACTIONS:

- TBC (direct line manager)
- Supervision of junior staff and contractors
- ICT & IM Directorate
- DCP Leadership, management and staff
- DCP customers, management and staff
- Internal and external training stakeholders and external service providers and vendors
- Other SA Government Agencies

QUALIFICATIONS:

Essential: Nil

Desirable:

Tertiary qualifications in cyber security, information technology or other relevant field, and / or security accreditation such as CompTIA Security+, CSX Practitioner, CISSP, CISM or similar

An understanding of the concepts of next generation firewall, virtual private networking, web application firewall, intrusion prevention, endpoint and malicious content management, digital certificates / PKI, authentication protocols, web application security and Security Information and Event Management (SIEM).

KEY SELECTION CRITERIA:

- Proven experience in managing the delivery of ICT Security Services and functions across a large and complex organisation, including developing strategy, implementing innovative security solutions and controls, identifying security, operational and compliance risks, preparing risk assessments across a range of service platforms and recommending appropriate action that enable business results.

- Demonstrated ability to effectively provide management of cyber security incidents, authorised penetration testing, vulnerability assessments and security audits.

- Demonstrated experience engaging with business and technical stakeholders and providing ICT security consultancy services to ensure control and security considerations are embedded in the management and use of agency ICT infrastructure, applications and systems.

- Leading specialised ICT programs and projects within the constraints of project and financial management frameworks to meet agreed corporate goals and objectives.

- Develop business cases, consult on and implement policies in support of the DCP Cyber Security workplan with particular emphasis on the requirements of the South Australian Cyber Security Framework (SACSF) and Australian Cyber Security Centre (ACSC) Essential Eight.

- High level communication and interpersonal skills, to maintain collaborative relationships with stakeholders and staff at all levels, to effectively liaise and negotiate, and to explain and present complex technical concepts clearly and concisely to a range of audiences.

- Proven ability to work independently, as well as collaboratively in a team, under broad direction, and to analyse complex issues, determine methodologies, formulate and implement innovative and appropriate solutions, work under pressure and meet strict deadlines and ensure that required standards of quality are met within budget and time constraints.

- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

CORE CAPABILITIES & EXPECTED BEHAVIOURS		PUBLIC SECTOR VALUES	
Leads Development and Facilitates Change in their Professional Area • Respected for their knowledge & expertise • Supports and shares their knowledge and expertise with colleagues • Keeps colleagues informed of trends & changes • Links to other disciplines & resources, both internally & externally	**Establishes & Maintains Strategic Networks** • Identifies features & key people & resources of strong discipline strategic networks • Identifies & establishes network links with key stakeholders & other discipline leaders • Builds strategic relationships • Applies knowledge of organisational linkages • Applies knowledge of inter-Governmental linkages • Applies Knowledge of political context	✓ **Service:** *We proudly serve the community and Government of South Australia* ✓ **Professionalism:** *We strive for excellence* ✓ **Trust:** *We have confidence in the ability of others* ✓ **Respect:** *We value every individual*	✓ **Collaboration & Engagement:** *We create solutions together* ✓ **Honesty & Integrity:** *We act truthfully, consistently and fairly* ✓ **Courage & Tenacity:** *We never give up* ✓ **Sustainability:** *We work to get the best results for the current and future generations of South Australians*

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Leads Professional Area to Achieve Agreed Results

- Analyses client needs & delivers learning & professional services that ensure high performance outcomes
- Monitors trends & delivers learning & professional services that satisfy changing student, client & community requirements
- Secures commitment of leaders & colleagues to ensure delivery of high quality learning, support & professional services
- Analyses discipline resource requirements
- Develops resource plans to support achievement of discipline objectives
- Allocates resources to achieve discipline objectives
- Reviews & reports on resource usage
- Interprets & communicates requirements of policy & implements policy relating to discipline

Leads Professional Practice & Excellence

- Provides discipline leadership to individuals & work teams
- Creates a co-operative work environment
- Monitors & responds to workplace issues & discipline concerns
- Motivates individuals & work teams to achieve quality results

- Delegates work to achieve discipline & work unit objectives
- Manages up

Develops Self & Other Discipline Members

- Establishes personal work goals
- Sets & meets own work priorities
- Develops & maintains professional capabilities & competencies

Maintains & Enhances Confidence in SA Public Education & Care

- Ensures all decisions are objective & fair
- Operates ethically & with integrity
- Is a role model for student & client-centered service
- Embraces an adaptive leadership approach

Facilitates Professional Team Effectiveness

- Seeks continuous improvement in their professional discipline
- Arranges ongoing professional development of their people in the discipline area
- Where appropriate, uses performance feedback & development plans to nurture development of their people
- Promotes a high performing team environment
- Ensures a safe working environment for all their people
- Promotes a collaborative working environment

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the State Records Act 1997 and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the Public Sector Act 2009 and Work Health and Safety Act 2012.

SPECIAL CONDITIONS

- The successful applicant is required to gain a Department of Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Infrastructure and Support.
- Some out of hours work may be required.
- Some intra/interstate travel (including in small aircraft) may be required.
- A current Australian driver's license and a willingness to drive is essential.

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		- May be required to perform duties in other locations/divisions/units dependent upon Departmental requirements. - The incumbent will be required to undertake Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required. - Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
	Approval Date: 16 February 2023	

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