



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

**POSITION:** Information Security Officer

**REPORTS TO:** Technology Coordinator

**DIRECTORATE:** Corporate & Community Services

**BRANCH:** Business Systems and Technology

**CLASSIFICATION:** Grade 9

**STAFF:** Nil

<b>CONTACTS:</b>	<b>Internal</b>	<b>External</b>
	The General Manager, Councillors & staff at all levels Audit Risk and Improvement Committee IT Steering Committee	Other Local Government Authorities Government Departments Software/Hardware Suppliers Consultants & Contractors

### POSITION OBJECTIVE:

To ensure the safety and integrity of council's digital information.

### POSITION OF TRUST

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

### ORGANISATION VALUES:

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM  
AND PURPOSE



WE ARE OPEN, HONEST AND  
RESPECTFUL



WE FOSTER WELLBEING  
AND CREATIVITY



WE ACHIEVE OUR GOALS AND  
SUCCEED TOGETHER

**KEY RESPONSIBILITIES:****Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.

**System Security**

- Identify vulnerabilities in our Information Technology Systems.
- Develop and implement a comprehensive plan to secure our Information Technology Systems.
- Monitor Information Technology usage to ensure compliance with security policies.
- Keep up to date with developments in IT security standards and threats.
- Perform penetration tests to find any flaws.
- Collaborate with management and the IT department to improve security.
- Educate colleagues about security software and best practices for information security.
- Instruct staff and promote safe security practices.

**Operations Management**

- Participate in all aspects of IT Service Management.
- Maintain security systems such as firewalls, audit, monitoring tools.
- Provide next level technical support .
- Participate in the 24x7 on-call roster.
- Liaise with suppliers, vendors and technical consultants.

**Documentation**

- Document any security breaches and assess their damage.
- Prepare information security related reports for various internal committees.
- Develop and maintain systems documentation.

**Liaison**

- Develop and maintain contact with council representatives on matters relating to information security.
- Develop and maintain contact with the representatives in other organisations.
- Provide direction to staff and contractors as required.

**Understanding of Quality Assurance**

- Demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at council.
- Demonstrate an ongoing commitment to council's Information Management and Information Technology Strategic Plan, policies and to quality assurance processes.

**Financial Management**

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

**Human Resource Management**

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

**Work Health & Safety Management**

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.

- Report all risks, hazards, incidents and injuries immediately to supervisor.

**Other Duties**

- Other such duties as required that are within the limits of the employee's skill, competence and training.

**QUALIFICATIONS:**

- Tertiary qualifications in Information Technology or Information Security related discipline.
- Industry recognised and accredited certifications in relevant Information Security disciplines highly regarded.

**EXPERIENCE:**

- Experience in a relevant sized information technology environment.
- Experience in an information security or cyber security role.

**KNOWLEDGE:**

- Sound knowledge information security or cyber security technologies and best practices
- Sound knowledge of international information security or cyber security standards
- Sound knowledge of cloud computing and virtualisation
- Knowledge of a local government structure, services and associated computing needs is desirable.

**COMPETENCIES:**

Demonstrated ability to:

- Ability to facilitate quality outcomes from staff and promote teamwork and participate within the immediate team and wider corporate environment.
- Ability to organise, coordinate and plan competing tasks and requests to agreed standards.
- Ability to resolve day to day issues referencing policies and procedures.
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

**SELECTION CRITERIA**

**Essential Criteria**

- Degree in Computer Science or a technology-related field or equivalent experience.
- Experience in an information security role.
- Solid knowledge of various information security standards and frameworks.
- Excellent problem-solving and analytical skills.
- Ability to educate a non-technical audience about various security measures.
- Effective verbal and written communication skills.
- Demonstrated ability to prepare written reports, correspondence, and other documents relating to information technology systems and projects.

- Demonstrated commitment to Work Health and Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Current Drivers Licence.

**Preferred Criteria**

- Professional information security certification(s).
- Experience operating within international information security standards.
- Experience with cloud computing and virtualised technologies.
- Experience implementing and maintaining the ACSC Essential 8.
- Well-developed teamwork skills with the ability to contribute to enhanced team performance.
- Sound organisational and time management skills with the ability to prioritise and meet agreed deadlines.
- Demonstrated commitment to Occupational Health and Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated commitment to and understanding of process improvement and sustainability principles.

**PRESENT OCCUPANT:** VACANT

**SIGNATURE:** \_\_\_\_\_

**SUPERVISOR:** Technology Coordinator

**SIGNATURE:** \_\_\_\_\_