

Manager Cyber Security

STATEMENT OF DUTIES

JUNE 2020

Number	970095
Portfolio	Business Operations and Support
Branch	Information and Technology Services
Section/Unit/School	Enterprise Technology Services
Supervisor	Assistant Director IT Enterprise Technology Services
Award	Tasmanian State Service Award
Classification	General Stream Band 8
Employment Conditions	Permanent or fixed-term full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Provide strategic leadership and direction for cyber security, including managing the creation and maintenance of cyber security policies and procedures, lead cyber security risk assessments, develop cyber security awareness training programs, advise and collaborate on development of business continuity and recovery plans, audit, and governmental compliance practices. Oversee the management and provision of relevant cyber security resources, skills and activities to ensure an effective provision of secure IT services to the Department.

Level of Responsibility/Direction and Supervision

Accountable for the effective and efficient delivery of cyber security services to clients to an agreed standard within the resources provided, together with providing strategic advice to Assistant Director IT Enterprise Technology Services.

Issues dealt with are complex and diverse and have a direct impact on all elements of the Department. There is a frequent requirement for consultation with, and the provision of advice to, the Department's senior management.

A high degree of autonomy in the achievement of specified goals receiving only general guidance on policy objectives from the Assistant Director.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

Primary Duties

1. Develop and implement cyber security policies and practices, including effective cyber security governance, risk and compliance provision against the Tasmanian Government Cyber Security framework.
2. Co-ordinate the development, review and testing of business continuity and IT recovery plans and investigation of breaches of IT security.
3. Provide cyber security service to clients, ensuring that Departmental IT infrastructure and business application solutions are managed securely, effectively and efficiently and in a timely manner.
4. Manage projects to implement cyber security initiatives to enable the delivery of secure business application solutions, ICT infrastructure, web hosting and network services to clients.

5. Provide high level management, advice and support to the directors and senior management, including advice to whole of Government on the department's cyber security related projects, business application solutions and support service.
6. Manage and co-ordinate the allocated human, physical and financial resources of the Branch, including the performance management of staff.
7. Provide guidance and leadership to staff and assist in the provision of career development planning and professional development activities.
8. As part of the Branch management team undertake the implementation and evaluation of strategic and operational initiatives.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Extensive high level experience establishing and implementing cyber security policies, practices and methodologies appropriate to the Department's requirements and broader government cyber security directions.
2. Extensive experience in risk assessment processes and in identifying and implementing mitigation strategies in relation to the protection of information and IT assets.
3. Excellent strategic, conceptual, analytical and creative skills, and the ability to develop and make sound judgements about the application of cyber security to support complex and secure business requirements.
4. High level interpersonal skills including communication, negotiation and conflict resolution skills.
5. High level management and leadership skills with the ability to be adaptable and flexible to achieve results in a client focussed change environment.
6. Extensive high level experience and skills in research, planning, analysis and problem solving and providing strategic cyber security advice and support to projects that have an IT enabling component.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• Nil |

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees

are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY P&C DELEGATE: 964915–Director Human Resources – Feb 2018

Request: 51212, 7014922

Date Duties and Selection Criteria Last Reviewed: 02/18 VRH
