

POSITION TITLE:	DIRECTORATE:	DATE:
Cyber Security Analyst	Corporate Strategy & Performance	January 2025
REPORTS TO:	SERVICE UNIT:	LEVEL:
Cyber Security Specialist	Customer & Information Services	8
POSITION NUMBER:	SUB UNIT:	ROLE FOCUS:
4408	Information Technology	Advice
ROLE BALANCE:	JOB FAMILY:	ANZSCO CODE:
(People/Scheduling/Technical) 10/10/80		

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Corporate Strategy & Performance Directorate** addresses the full range of functions dealing with 'running the organisation'. This includes a coordinated approach to corporate planning, monitoring and reporting, whilst ensuring business processes and systems are effectively supported, reviewed and enhanced, and will facilitate continuous improvement, maintain high corporate standards and deliver long term financial sustainability.

POSITION CONTEXT

Under broad supervision of the Cyber Security Specialist, this position is accountable for the delivery of cyber security activities and initiatives to monitor, maintain and improve the security of the City's systems, data and network, by applying skills, knowledge, experience and judgement, guided by established policies, procedures and methods as well as the application of professional standards, education and training to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; vendors and suppliers; and City leaders and employees. This role may work outside of normal business hours or on call to support the delivery of service unit activities.

A challenging aspect of the role is undertaking accurate and consistent work within a dynamic environment that includes regular interruptions, changing and competing priorities and tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities

outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Specialises in and plays a vital role in monitoring and protecting the City of Wanneroo's proprietary and sensitive information, systems and networks. This role seeks to anticipate and prevent cyber security attacks, works to detect threats, research solutions and works to implement remediation of vulnerabilities while providing expert technical support for the day-to-day operations of the City's ICT systems to ensure business continuity needs are met.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS

OUTCOMES

Collaboration & Teamwork

- Contributes to a cohesive team environment by sharing information and by supporting, assisting and collaborating with colleagues in a proactive manner to meet goals and deadlines.
- Thinks critically and actively collaborates with colleagues and leaders to achieve strategic aims.
- Participates in the City's Local Emergency Management Procedure to support the city's response to local emergencies.

Customers & Stakeholders

- Work collaboratively with internal and external stakeholders and vendors to monitor, detect, report, resolve and share cyber vulnerabilities, incidents, threats and trends and/or escalate for resolution.
- Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, and clearly communicated and that issues are resolved within agreed timescales.
- Builds and maintains relationships with key customers and stakeholders, facilitating their engagement in and contribution to continuous improvement initiatives

Efficient & Effective Delivery

- Monitors and addresses daily logs, cyber security alerts and vulnerabilities from Security Operations Centre, SIEM and/or cyber security advisory notices, Microsoft 365 services, endpoint security solutions, email security services and vulnerability scanning and management systems.
- Investigate and assess security breaches within a defined area of responsibility to maintain the City's cyber security policies and standards.
- Compliance with Whole of Government cyber security policies and standards.
- Monitors the administration of implemented cyber security systems and processes (cloud and on-premises infrastructure) within the City.

- Responds to incidents and threats, including liaising with City staff and stakeholders.
 - Researches, recommends and implements, processes and new ways to improve protection of the City from cyber threats and vulnerabilities ensuring business continuity and availability of ICT systems.
 - Assist with regular vulnerability risk assessments and penetration test remediation activities.
 - Addresses and implements solutions to address recommended cyber security models and frameworks.
 - Audits and evaluates the City's current computing environment identifying any cyber security issues or weaknesses and monitors systems to ensure they are up-to-date and patched to be compliant with the City's defined security standards.
 - Reporting and documentation of cyber security alerts, issues and risks.
 - Contributes to the review and development of incident response and disaster recovery plans, cyber security playbooks, processes, policies and practices, ensuring delivery of quality outcomes and results for customers.
- Systems & Processes
- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible, and meets legislative requirements.
 - Provides recommendations to improve cyber resilience across the City.
 - Oversees the complete and consistent application of City policies and procedures that relate to system security and integrity.
 - Contributes to the development of policies, processes and procedures that support the work of the Service Unit.
- Resources, Governance, Compliance & Risk
- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
 - Follows the City's relevant policies, procedures and processes.
 - Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.
 - Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Tertiary qualification in a relevant discipline such as Cyber Security, Information Technology, Digital Forensics, or equivalent experience.
- Demonstrated experience maintaining Cyber Security standards within an enterprise environment (essential).

Skills and Knowledge:

- Advanced skills in ICT Security including designing, monitoring and maintaining Cyber Security software and technologies.
- Advanced cyber security skills relating to a Microsoft environment.
- Advanced computing, numeracy and literacy skills.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Intermediate customer service skills.

- Experience with endpoint and identity protection systems, firewall security, SIEM operations and vulnerability management.
- Experience with implementing and maintaining cyber security frameworks.
- Relevant experience in a similar role within a large and complex organisation is required.
- C Class drivers licence.
- Advanced communication and problem-solving skills.
- Advanced research and analysis skills.
- Knowledge of industry principles and best practice in ICT security principles.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification in an office environment.

Key Stakeholder Relationships:

- Support the Cyber Security Specialist, Manager Customer & Information Services and Coordinator Information Technology to assist them to carry out their roles.
- Provide technical leadership to the sub unit team members.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader: Josh Watson-Kubat

Date: 02/01/2025

Signature: *Josh Watson-Kubat*

Next Up Leader: Alex Evans

Date: 2/1/2025

Signature *Alex Evans*