

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Information Security Officer
<b>LOCATION:</b>	Southport
<b>REPORTING TO:</b>	ITS Manager
<b>DEPARTMENT:</b>	Corporate Services

### PURPOSE STATEMENT

The Information Security Officer is a member of the ITS team and works closely with other members of the team, the wider business and relevant third parties to support the implementation of a comprehensive information security program. This includes review and improvement of security policies, processes and standards. The Information Security Officer works with the ITS and relevant third parties to select and deploy technical controls to meet specific security requirements and defines processes and standards to ensure that security configurations are maintained. The Information Security Officer also assists to identify, triage and remediate cyber incidents and threats and provide report on findings and investigations.

### OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

### OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

### OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

### CHILD SAFETY COMMITMENT

As an organisation that is committed to the Child Safety Organisation National Principles, The BUSY Group is dedicated to creating a child safe culture – refer to our [Child Safety and Wellbeing policy](#) to see how TBG adopts broader strategies that promote and protect the safety and wellbeing of children and young people.

### REPORTING

This position reports directly to the ITS Manager

## PRIMARY DUTIES:

- Works with each of BUSY's programs and services to identify security requirements, using methods that may include risk and business impact assessments. Components of this activity include but are not limited to:
  - Business system analysis.
  - Communication, facilitation and consensus building.
- Assists in the coordination and completion of information security operations documentation.
- Works with the ITS Manager to develop strategies and plans to enforce security requirements and address identified risks.
- Reports to the ITS Manager regarding residual risk, vulnerabilities and other security exposures, including misuse of information assets and noncompliance.
- Collaborate on business projects to ensure that security issues are addressed throughout the project life cycle.
- Develops security processes and procedures and supports service-level agreements (SLAs) to ensure that security controls are managed and maintained.
- Researches, evaluates and recommends information-security-related hardware and software, including assisting in the development of business cases for security investments.
- Performs control and vulnerability assessments to identify control weaknesses and assess the effectiveness of existing controls and recommends remedial action.
- Validates baseline security configurations for operating systems, applications, and networking and telecommunications equipment.
- Provides first and second level support and analysis during and after a security incident.
- Participates in security investigations and compliance reviews as requested
- Monitors reports and security logs for unusual events.
- Ensure all incidents are reported and handled in alignment with The BUSY Group policies and procedures

## KNOWLEDGE, SKILLS & EXPERIENCE:

- 3+ years' experience in Systems Administrator/IT Support role
- Knowledge and understanding of Network Security (Firewalls, VPNs, IDS/IPS, Anti-Malware), SIEM, Active Directory, Access Control, Azure, O365 security, OS hardening and Vulnerability Scanning.
- Knowledge and experience in developing and evaluating IT security policies and procedures aligned with regulatory standards and frameworks like ISO 27001 or equivalent
- Strong technical aptitude, knowledge, and willingness to learn and develop skills in security technology controls
- Production of security related documentation including diagrams, how-to guides and procedures.
- Self-motivated & focused with a demonstrated enthusiastic approach to day-to-day business operations
- Knowledge of networking technologies, protocols and troubleshooting
- Excellent customer service skills and telephone manner
- Strong organisational and time management skills
- Current driver's licence
- Acute interest in developing and shaping a career path
- Current Driver's Licence and willingness to drive in the course of work
- Relevant probity checks required by legislation and WMQ policy

## KEY DIMENSIONS:

### Deciding and Initiating Action

Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative, acts with confidence and works under own direction Initiates and generates activity.



#### Adhering to Principles and Values

Upholds ethics and values • Demonstrates integrity • Promotes and defends equal opportunities • Encourages organisational and individual responsibility towards the community and the environment.

#### Writing and Reporting

Writes clearly, succinctly and correctly • Writes convincingly in an engaging and expressive manner • Avoids the unnecessary use of jargon or complicated language • Writes in a well-structured and logical way • Structures information to meet the needs and understanding of the intended audience.

#### Applying Expertise and Technology

Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions.

#### Analysing

Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system.

#### Learning and Researching

Rapidly learns new tasks and quickly commits information to memory • Gathers comprehensive information to support decision making • Demonstrates a rapid understanding of newly presented information • Encourages an organisational learning approach (i.e. Learns from successes and failures and seeks staff and customer feedback) • Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation).

#### Coping with Pressures and Setbacks

Works productively in a pressurised environment • Keeps emotions under control during difficult situations • Balances the demands of a work life and a personal life • Maintains a positive outlook at work • Handles criticism well and learns from it.

#### **QUALIFICATIONS:**

- Working towards a Bachelor's degree in information systems or equivalent work experience including certifications e.g. CISSP, Security+, CEH and/or SANS.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_