Position Description

Position Title:	Cyber Security Specialist
Position Number:	1129
Reporting to:	ICT Manager
Location:	Geraldton / Perth
Conditions of Employment:	Mid West Ports Authority General Staff Enterprise Agreement 2017

PURPOSE

The Cyber Security Specialist ensures access to all Information, Communications & Technology (ICT) managed systems across the MWPA's computer environment is authorised, registered and controlled to prevent accidental or malicious damage to data and equipment. The position is also responsible for ensuring security standards, policies and all current practical security measures are implemented, tested and kept current and fully documented.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
Leadership and Management	▪ Assists with the security direction for MWPA's ICT Strategic Plans to ensure it is relevant for business outcomes and meets contemporary cyber security standards ▪ Provides expert technical and strategic security advice to support MWPA's business technological options ▪ Searches for vulnerabilities and risks in hardware & software applications so as to manage and monitor activities / attacks ▪ Liaises with the ICT Manager to ensure that security issues are considered in relation to ICT business operations ▪ Represent MWPA in approved security related forums and meetings ▪ Provides Board, Executive, Managers, Auditors and staff advice on security solutions relating to the ICT Infrastructure and Services ▪ Assists in the development, implementation and testing of Risk Management, Business Continuity and Disaster Recovery Plans that support the ICT Department and the business ▪ Escalates security concerns to the ICT Manager in a timely manner
Business Improvement	▪ Analyses performance and availability of the business' ICT Security Systems and Services, identifies problem areas, designs, proposes and

	implements solutions to enhance these ICT Security Systems and Services ▪ Researches Information Security trends, particularly networks that support Windows and Server operating systems, assesses and recommends appropriate mitigation for infiltration security vulnerabilities and security incidents for all business ICT architecture
Operational Effectiveness	▪ Participates in the creation and maintenance of ICT procedures and standards ▪ Coordinates the testing of new security patches across all ICT infrastructures on the business network ▪ Coordinates the installation of the latest anti-virus updates, agents and software on the business network ▪ Manage the approved SEIM solution and policies to integrate systems to it ▪ Manages all security compliance requirements in relation to ASD - Essential 8 and SECC5 ▪ Monitor OT and Scada environments for current and future security requirements ▪ Initiates and leads projects designed to position the business to be able to respond to security breaches, ICT trends and to protect the computer facilities, data resources and assets ▪ Provides security reporting as required including Internet usage and excessive or inappropriate use and coordinate auditing activities across the business ▪ Undertakes investigation of security breaches and reports on outcomes
Service Delivery	▪ Contributes to the development and measurement of Service Level Agreements and Operational Level Agreements ▪ Develops and sustains strong effective working relationships with colleagues, customers and clients ▪ Contributes to the provision of ICT security awareness to the workforce
Project Delivery and Support	▪ Assists in the preparation of business case documentation for new technology systems or improvements to current systems ▪ Provides technical expertise on technology projects to cover off the cyber security risk
Compliance	▪ Abide by MWPA Policy, Procedure and Relevant Legislation

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Degree in Computer Science, Information Technology and extensive experience in an ICT Security role

DESIRABLE

- TOGAF, SABSA Architectural certification
- Project Management certification

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience of defining, designing and developing security standards and controls across a variety of technology stacks including networks, operating systems, databases and websites
- Substantial operational knowledge of and experience in:
  - ASD's Essential Eight, SECC5 and ISO 27001
  - Microsoft Azure security models
  - OT & SCADA environments
  - SEIM management & solutions
  - Client service delivery and practices within an ITIL service delivery framework
  - Security administration, monitoring and reporting in Microsoft Windows
  - The creation and maintenance of technical documentation
  - Current Web data security protocols, standards and practices
- Exceptional verbal and written communication skills; expertise in setting and managing customer expectations
- Knowledgeable across a range of finance, Supply chain, Operations & maintenance and/or HR processes
- Effective influencing and negotiating skills in an environment where this role may not directly control resources
- Meticulous attention to detail
- Proven ability to problem solve using logic and reasoning to identify the strengths and weaknesses of IT systems

DESIRABLE

- A deep understanding of how hackers work and ability to keep up with the fast pace of change in the criminal cyber-underworld

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PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

_____

MANAGER NAME

_____

MANAGER POSITION

_____

SIGNATURE OF MANAGER

_____

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

_____

NAME OF EMPLOYEE

_____

SIGNATURE OF EMPLOYEE

_____

DATE

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