Role Description
Chief Security Officer

Cluster	Transport
Agency	Sydney Metro
Division/Branch/Unit	Operations, Customer and Place-making
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	Band 1B
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
Role Number	51011657
ANZSCO Code	262112
PCAT Code	1226892
Date of Approval	November 2019
Agency Website	https://www.sydneymetro.info/

Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city.

Primary purpose of the role

The primary purpose of the role is to drive the development and implementation of risk-based integrated procedural, physical and cyber security programs across the organisation and in conjunction with Sydney Metro delivery partners.

The role acts SME and single point of contact for all security matters across the breadth of Sydney Metro's operations and business functions, providing advice in relation to project design, oversight of contractor performance and assuming sole responsibility for the operational security of Sydney Metro's live network. It will lead an enterprise-wide approach to security ensuring security considerations are taken into account in all critical business decisions, assuring the security of passengers and customers, structures and operational technology (including operational systems, industrial automation and control systems), and building a positive and proactive security-first culture across the organisation.

Key accountabilities

- Model good leadership to inspire direction and delivery, develop people, and drive change, and to build the required security cultural element for the organisation

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Lead the security management and assurance function of Sydney Metro, ensuring organisational security awareness and compliance with the Integrated Security Strategy
- Work with TfNSW and ensure application of its relevant policies and standards to facilitate effective consultation, communication, co-ordination and assessment of security measures with relevant external stakeholders, including law enforcement, regulators and national security and criminal intelligence agencies
- Lead the team in the periodic review and update (on a biennial basis)of the Strategic Security Risk Assessment (SSRA) covering terrorism, foreign interference, cyber-crime, issue motivated protest groups, operational technology, breaches of privacy, and other key hazards to provide an assessment of the nature, location and severity of potential security threats (based on the TfNSW security risk framework and ISO 27000 (IT): 31000:2018 and ISA 62443 (IACS)
- Lead the development and delivery of an effective Sydney Metro Integrated Security Strategy covering the key hazards identified within the SSRA to ensure controls are in place to effectively manage security risks
- In collaboration with delivery partners and operators (and supported by security designers, architects, risk analysts and crime prevention specialists), lead the identification and design of security controls for Sydney Metro stations, sites and facilities, including procedural security and physical structural measures to ensure safe patronage for Sydney Metro and TfNSW customers
- Lead the development and ensure implementation of an audit and monitoring program to drive a continuous improvement process for an innovative security and resilience framework and compliance systems ensuring consistency and alignment with the Sydney Metro management system
- Direct the management of incident investigations and in the review and assessment of controls to ensure ongoing effectiveness of policies, standards and control mechanisms
- Direct and manage the coordination of the Sydney Metro response to a major security event in consultation/collaboration with the crisis management machinery of TfNSW; and provide support/advice in other crisis management situations as well as key role in business recovery

Key challenges

- Engaging and influencing stakeholders to ensure relevant frameworks, policies and design controls are developed and implemented
- Maintaining currency with regulatory and legislative requirements, relevant standards and organisational policies

Key relationships

Who	Why
Internal	
Deputy Chief Executive	- Escalate issues, keep informed, advise and receive instructions - Provide regular updates on key projects, programs, issues and priorities - Contribute to planning, policy development and decision making
Direct Reports	Lead, inspire and motivate the team, provide direction and manage performance

I work FOR NSW

Who	Why
Deputy Executive Director Health & Safety and Health and Safety teams	• Liaise to develop best practice and for regular review of effectiveness of security measures, procedures and of security incident management
Sydney Metro IT teams	• Build collaborative working relationships with Technology (Cyber Security) teams • Ensure security resilience is embedded in IT and OT
Integrated project teams and wider Sydney Metro office	• Build collaborative working relationships, influencing senior colleagues within Risk, Legal, Privacy Compliance, & HR • Create positive and pro-active security-first culture across the organisation • Provide integrated security advice in the risk management processes to ensure representation of holistic security considerations • Provide information regarding TfNSW rules and standards ensuring compliance
External	
TfNSW and other Transport Operating Agencies	• Build collaborative working relationships with TfNSW (CISO teams) and its partners to ensure effective information interactions on security and emergency management best practices • Understand TfNSW's security, emergency management and risk management requirements • Participate in discussions and decisions regarding implementation of innovation and best practice in security and emergency awareness strategies and training
Service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations Crime prevention teams	• Work collaboratively with State and Commonwealth national security partners: including NSWPOL, ANZCTC, ASIO, ACIC and ACSC • Develop precinct level relationships and manage interfaces (Sydney Metro OT relationship with MTS) • Represent Sydney Metro on relevant committees and working groups and work with the wider Transport for NSW cluster with creditable credentials to work with State and National security stakeholders. • Provide advice and respond to requests for information

Role dimensions

Decision making

The role operates within the requirements of the agreed Framework, Standards and implementation plan and establishes operational priorities in consultation with the Deputy Chief Executive, OCP. The position holder is expected to deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided

Reporting line

The role reports to the Deputy Chief Executive, OCP

I work FOR NSW

Direct reports

The number of direct reports will be confirmed

Budget/Expenditure

The budget/expenditure allocation for this role is to be confirmed

Essential requirements

Relevant post graduate tertiary qualifications in public policy and administration; security or risk management; civil engineering management; or similar

Extensive experience in security, risk management, business resilience, engineering management and/or assurance, Crime Prevention through Environmental Design (CPTED) and security mitigation controls for similar large-scale infrastructure projects

Extensive knowledge of critical infrastructure resilience including cyber and information security, business continuity, disaster recovery, crisis and emergency management

Meet Australian Government Security Vetting Agency requirements and be able to maintain a minimum NV1 security vetting clearance. Further information can be found at :http://www.defence.gov.au/AGSVA/factsheets-forms.asp

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

I work FOR NSW

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Highly Advanced
	Act with Integrity	**Advanced**
	Manage Self	Advanced
	Value Diversity	Adept
Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	**Highly Advanced**
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Advanced
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	**Highly Advanced**
Business Enablers	Finance	Adept
	Technology	Advanced
	Procurement and Contract Management	Adept
	Project Management	**Advanced**
People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	**Advanced**
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Advanced	• Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government

Group and Capability	Level	Behavioural Indicators
		• Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Commit to Customer Service	Highly Advanced	• Create a culture which embraces high quality customer service across the organisation, ensuring that management systems and processes drive service delivery outcomes • Engage and negotiate with stakeholders on strategic issues related to government policy, standards of customer service and accessibility, and provide expert, influential advice • Ensure that responsiveness to customer needs is central to the organisation's strategic planning processes • Set overall performance standards for service delivery across the organisation and monitor compliance
Relationships Work Collaboratively	Advanced	• Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Highly Advanced	• Direct the development of effective systems for the establishment and measurement of accountabilities, and evaluate ongoing effectiveness • Promote a culture of accountability with clear line of sight to government goals • Set standards and exercise due diligence to ensure work health and safety risks are addressed • Inspire a culture which respects the obligation to manage public monies and other resources responsibly and with probity • Ensure that legislative and regulatory frameworks are applied consistently and effectively across the organisation

I work
FOR
NSW

Group and Capability	Level	Behavioural Indicators
		• Direct the development of short and long term risk management frameworks to ensure the achievement of government aims and objectives
Business Enablers Project Management	Advanced	• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Inspire Direction and Purpose	Advanced	• Promote a sense of purpose and enable others to understand the links between government policy and organisational goals • Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them • Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes • Create opportunities for recognising and celebrating high performance at the individual and team level • Work to remove barriers to achievement of goals

I work
FOR
NSW