

Role Description

Senior Information Security Officer



Cluster	Stronger Communities
Agency	Office of Sport
Division/Branch/Unit	Office of the Chief Executive / Finance, Procurement and IM&T
Role number	51000049
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	135199C
PCAT Code	1119192
Date of Approval	October 2020
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of sport and active recreation creating healthier people, connecting communities and making a stronger NSW, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

Primary purpose of the role

The Senior Information Security Officer is responsible for the protection of data, information security engineering and the implementation and monitoring of compliance with information security policies and procedures.

Key accountabilities

- Establish and implement practices for the monitoring of information systems' logical and physical security to minimise the risk of equipment and data loss, theft or tampering
- Develop, implement and maintain the organisation's security architecture to provide an effective platform to protect the organisations assets
- Undertake investigations and report on security breaches and incidents to guide the refinement of practices and processes and reduce the likelihood and impact of security related incidents
- Perform regular security reviews and compliance testing to ensure adherence to adopted security standards
- Develop a cyber security awareness within the organization to promote compliance with requirements in NSW and the organization's cyber security policies

- Review changes to the organization’s information system environments to ensure any new systems or any changes to existing systems are compliant with the requirements in NSW public sector and the organization’s cyber security policies

Key challenges

- Develop and maintain an active culture of security awareness within the organization
- Maintaining a current knowledge of information security standards and strategies

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, advise and receive instructions • Report on security breaches • Make recommendations for changes and improvements to policy and practice
Work team	<ul style="list-style-type: none"> • Inspire and motivate team, provide direction and manage performance • Guide, support, coach and mentor team members • Review the work and proposals of team members in the role’s areas of specialisation and accountability • Encourage team to work collaboratively to contribute to achieving the team’s business outcome
Clients/customers	<ul style="list-style-type: none"> • Manage expectations, resolve issues and provide solutions to problems • Educate user population regarding relevant practices and processes
External	
Suppliers/vendors	<ul style="list-style-type: none"> • Manage external security threat analysis and testing • Review threats and vulnerabilities • Review and recommend products and services

Role dimensions

Decision making

The Senior Information Security Officer has a significant level of autonomy regarding decision making required to design, develop, implement and support technology solutions in the Office of Sport.

Decisions on matters outside the Senior Information Security Officer accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Manager IMT.

Reporting line

Manager IM&T

Direct reports

Information Security Analyst

Budget/Expenditure

Financial Delegation up to \$50,000

Essential requirements

National Criminal Records Check

Capabilities for the role



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.


Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.


The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Keep up to date with relevant contemporary knowledge and practices• Look for and take advantage of opportunities to learn new skills and develop strengths• Show commitment to achieving challenging goals• Examine and reflect on own performance• Seek and respond positively to constructive feedback and guidance• Demonstrate and maintain a high level of personal motivation	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Present with credibility, engage diverse audiences and test levels of understanding• Translate technical and complex information clearly and concisely for diverse audiences• Create opportunities for others to contribute to discussion and debate• Contribute to and promote information sharing across the organisation• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints• Explore creative ways to engage diverse audiences and communicate information• Adjust style and approach to optimise outcomes	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Results</p>	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> Write fluently and persuasively in plain English and in a range of styles and formats Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements Implement systems and processes that are underpinned by high-quality research and analysis Look for opportunities to design innovative solutions to meet user needs and service demands Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced
	<p>Technology</p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> Champion the use of innovative technologies in the workplace Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies 	Advanced
	<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements 	Adept

FOCUS CAPABILITIES

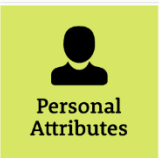
Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes Adjust performance development processes to meet the diverse abilities and needs of individuals and teams Develop work plans that consider capability, strengths and opportunities for development Be aware of the influences of bias when managing team members Seek feedback on own management capabilities and develop strategies to address any gaps Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way Monitor and report on team performance in line with established performance development frameworks 	Adept

Complementary capabilities





Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.


COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

Occupation / profession specific capabilities

Capability Set	Category, Sub-category and Skill	Level and Code
	Service Management, Service Operation, Security Administration.	Level 6 – SCAD
	Strategy & Architecture, Information Strategy, Information Security	Level 6 – SCTY
	Strategy & Architecture, Information Strategy, Information Assurance	Level 5 – INAS

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category and Sub-Category	Level and Code	Level Descriptions
Service Management	Level 6 SCAD	Security Administration (SCAD) - Develops strategies for ensuring both the physical and electronic security of automated systems. Ensures that the policy and standards for security are fit for purpose, current and are correctly implemented. Reviews new business proposals and provides specialist advice on security issues and implications.
Service Operation		

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category and Sub-Category	Level and Code	Level Descriptions
Strategy & Architecture Information Strategy	Level 6 SCTY	Information Security (SCTY) - Provides leadership and guidelines on information assurance security expertise for the organisation, working effectively with strategic organisational functions such as legal experts and technical support to provide authoritative advice and guidance on the requirements for security controls. Provides for restoration of information systems by ensuring that protection, detection, and reaction capabilities are incorporated.