Role Description
Cyber Security Specialist

Role Description Fields	Details
Cluster	Premier and Cabinet
Department/Agency	Department of Parliamentary Services
Division/Branch/Unit	DPS/IT Services
Role number	TBA
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	123456
PCAT Code	123456
Date of Approval	12 May 2022
Agency Website	www.parliament.nsw.gov.au

Agency overview

Administratively, the Parliament comprises three main Departments: the Department of Parliamentary Services (DPS); Department of the Legislative Council (LC); and the Department of the Legislative Assembly (LA). The Chief Executive is the head of the Department of Parliamentary Services, the Clerk of the Legislative Council and Clerk of the Legislative Assembly are the heads of their respective House Departments. These House Departments are responsible for providing procedural advice to the Council and Assembly, and their respective members, on parliamentary proceedings in each House and their Committees, undertaking protocol functions, providing corporate and executive support, House specific administrative/research services and generating content/engagement strategies relating to the activities of the House and its committees.

DPS is responsible for providing corporate and other common services across the Parliament as a whole. It comprises the following Divisions; Parliament Services and Corporate Services, and two project Branches; Digital Transformation and Capital Works Strategy Delivery.

The Parliament Services Division comprises administrative and support services specific to the institution of Parliament. This includes the Hansard, Library and Research Branch, the Communications, Engagement and Education Branch and the Parliamentary Catering Branch.

The Corporate Services Division comprises of the corporate functions that provide services to all staff and Members across Parliament House. This includes: the Financial Services and Governance Branch; People, Property and Security Branch; IT Services Unit; and the Planning, Insights and Performance Unit.
The Parliament's ultimate governance body includes the Presiding Officers and the Chief Executive, DPS and the Clerks of the Legislative Council and Legislative Assembly, supported by a contemporary governance framework.

Primary purpose of the role

The Cyber Security Specialist is responsible for undertaking security event monitoring and advanced analysis of potential incidents across the Parliament environment and provides support for incident coordination and response.

The role assists the Cyber Security Manager in the ongoing development, implementation and maintenance of information systems risk and security controls to protect the information assets of the Parliament.

Key accountabilities

- Monitors, assesses and assists in the continual improvement of the performance of information systems security services and controls.
- Undertakes security event monitoring, advanced analysis of potential incidents across the Parliament environment and incident response support.
- Coordinates, performs and supports scheduled security scans, reviews and compliance testing to ensure adherence to information security policies, standards and procedures and identify and execute against opportunities for improvement.
- Coordinates between internal and external services providers with respect to the delivery of information security services.
- Provides information security advice to IT Services.
- Assists in the development and maintenance of information security policies, standards, procedures and frameworks.
- Establish and maintain strong working relationships and communicate security related concepts to a broad range of technical and non-technical customers and key internal and external stakeholders.
- Other duties as required.

Key challenges

- Obtaining and maintaining knowledge of the current security landscape in which Parliament operates, including threats, risks and opportunities.
- Obtaining and maintaining relevant security certifications.
- Maintaining current knowledge of Information Security frameworks, audit, risk and compliance requirements, and maintaining links to legislative and statutory changes relating to ICT security.
- Balancing competing priorities of cyber security controls and business as usual operations.

Key relationships

Internal

Who	Why
Cyber Security Manager	• Receive guidance and support, provide advice and exchange information • Escalate issues, advise and receive instructions • Make recommendations for changes and improvements to policy and practice
Cyber Security Team	• Work collaboratively to contribute to achieving business outcomes • Guide, support, coach and mentor team members • Encourage team to work collaboratively to contribute to achieving the team's business outcome • Provide advice and guidance
Infrastructure Team	• Work collaboratively to contribute to achieving business outcomes • Guide, support, coach and mentor team members • Provide advice and guidance

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IT Service Desk	• Work collaboratively to contribute to achieving business outcomes • Guide, support, coach and mentor team members • Provide advice and guidance
Tech Enablement and Governance Manager	• Work collaboratively to ensure engagement with vendor processes are followed (e.g. service levels, escalations, grievances etc.)

External

Who	Why
Suppliers / Vendors	• Understand vendor / service management approach and work with vendors accordingly • Review and recommend products and services • Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives

Role dimensions

Decision making

• Responsible for day-to-day decisions, prioritising activities, projects and programs within delegation and scope.
• Makes recommendations and is responsible for implementing security policies, standards, procedures and endorsed initiatives.
• Uses discretion in identifying and resolving complex problems and assignments.
• Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.

Reporting line

Cyber Security Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

• Demonstrated knowledge and experience in providing information security services within a government or large / complex corporate environment.
• Knowledge of the NSW Government compliance requirements and other security frameworks and standards such as Australian Signal Directorate (ASD) and the Australian Government Protective Security Policy Framework.
• Well-developed conceptual and analytical skills, and the ability to resolve complex problems.
• Advanced knowledge of modern cyber security threats, tools and techniques and can effectively apply the concepts, demonstrated ability to utilise relevant technology to detect and respond to identified threats.
• Knowledge and experience in the identification and management of information technology risks and security vulnerabilities, relevant to on-premise and cloud-computing environments.
• Demonstrated skills in the use of information security technologies, such as vulnerability management, authentication and access control, next-gen firewalls, data leakage protection, endpoint protection, SIEM and relevant cloud security solutions.

- Demonstrated skills and experience in the resolution of information security breaches, against appropriate security frameworks, principals, policies and standards.
- Good understanding of core network and ICT infrastructure technology and principles
- Well-developed written communication skills and interpersonal, and the ability to consult with internal and external clients, stakeholders and business partners.

Essential requirements

- Tertiary Qualification (in IT, Computer Science or other relevant area) or other relevant industry qualifications.

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.
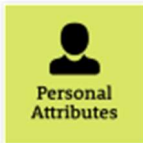
The capabilities are separated into focus capabilities and complementary capabilities

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

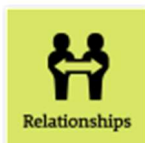| Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	- Be flexible, show initiative and respond quickly when situations change - Give frank and honest feedback and advice - Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately - Raise and work through challenging issues and seek alternatives - Remain composed and calm under pressure and in challenging situations	Adept
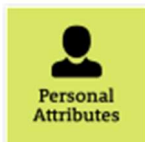
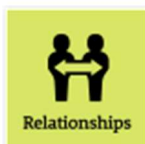|	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging 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	• 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 • Write fluently and persuasively in plain English and in a range of styles and formats	Intermediate
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	Intermediate
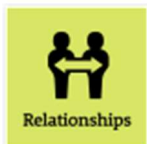
Work Collaboratively Collaborate with others and value their contribution		• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies	Intermediate
Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts		• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept
Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances		• Understand the team and unit objectives and align operational activities accordingly • Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments	Intermediate

	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• 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	Intermediate
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	• 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	Intermediate

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.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Foundational