

# Role Description

## Cyber Security Analyst



Treasury

Cluster	Treasury
Agency	NSW Treasury
Division/Branch/Unit	Chief Information / Information Security
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	
Agency Website	<a href="https://www.treasury.nsw.gov.au">https://www.treasury.nsw.gov.au</a>

### Primary purpose of the role

The Cyber Security Analyst is responsible for the protection of data and information security and implementation and monitoring of compliance with NSW Government cybersecurity policies and procedures.

### Key accountabilities

- Develop, maintain, implement and oversee compliance of NSW Government cybersecurity policies and procedures.
- Develop and perform regular security reviews and compliance testing to ensure adherence to adopted security standards.
- Provides counsel for all divisions across NSW Treasury on Information and cyber security practises that meet the business needs and are aligned to Government cybersecurity policies as well as regulatory requirements.
- Develop, implement and manage measurable information security awareness campaigns.
- Work closely with other NSW GovConnect agencies on GovConnect's cyber security initiatives.
- Led implementation of various information and cyber security initiatives.

### Key challenges

- Develop and maintain detailed knowledge of GovConnect's multiple, complex platforms and technologies to enable effective implementation of cyber security controls and provide sound advice.
- Develop and maintain an active culture of cyber security awareness within the organisation.
- Balancing the operational needs of NSW Treasury and the compliance of NSW Government cybersecurity policies and procedures

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"><li>Escalate issues, keep informed, advise and receive instructions</li></ul>
IT Team	<ul style="list-style-type: none"><li>Inspire, guide, support and motivate team, provide direction and manage performance</li><li>Review the work and proposals of team members in the role's areas of specialisation and accountability</li><li>Encourage team to work collaboratively to contribute to achieving the team's business outcomes</li><li>Guide team in the development of service level agreements</li><li>Provide advice and guidance to cybersecurity topics on ICT projects</li></ul>
Clients/customers	<ul style="list-style-type: none"><li>Provide sound and reliable advice to achieve agency objectives</li><li>Provide advice and guidance on system related topics</li><li>Maintain collaborative and positive working relationships and communicate effectively with all Treasury staff</li></ul>
<b>External</b>	
Suppliers/Vendors	<ul style="list-style-type: none"><li>Review and ensure conformance to all SLAs as per service agreements</li><li>Review and recommends fit-for-purpose and best practise advice, solution and technology to further improve Treasury's cyber landscape.</li></ul>






## 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](http://www.psc.nsw.gov.au/capabilityframework)

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at [www.psc.nsw.gov.au/capabilityframework/ICT](http://www.psc.nsw.gov.au/capabilityframework/ICT)

## 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.

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

Capability Set	Category, Sub-category and Skill	Level and Code
	Service Management, Service Operation, Security Administration	Level 6 – SCAD
	<b>Strategy &amp; Architecture, Information Strategy, Information Security</b>	<b>Level 6 – SCTY</b>
	Strategy & Architecture, Information Strategy, Information Assurance	Level 5 – INAS
	Strategy & Architecture, Advise & Guidance, Consultancy	Level 5 – CNSL
	Strategy & Architecture, Advise & Guidance, Technical Specialism	Level 4 – TECH

## 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
<b>Personal Attributes</b> Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>• Be flexible and adaptable and respond quickly when situations change</li> <li>• Offer own opinion and raise challenging issues</li> <li>• Listen when ideas are challenged and respond in a reasonable way</li> <li>• Work through challenges</li> <li>• Stay calm and focused in the face of challenging situations</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Research and analyse information and make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>• Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information and make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>• Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b>	Foundational	<ul style="list-style-type: none"> <li>• Clarify work required, expected behaviours and outputs</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Manage and Develop People		<ul style="list-style-type: none"><li>• Contribute to developing team capability and recognise potential in people</li><li>• Give support and regular constructive feedback that is linked to development needs</li><li>• Identify appropriate learning opportunities for team members</li><li>• Recognise performance issues that need to be addressed and seek appropriate advice</li></ul>

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

Category & Sub-Category	Level & Code	Level Descriptions
Strategy & Architecture Information Strategy	Level 6 – SCTY	Ensures that incidents and requests are handled according to agreed procedures. Ensures that documentation of the supported components is available and in an appropriate form for those providing support. Creates and maintains support documentation.