Role Description
Cyber Compliance Officer

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	Cyber Security
Role number	236775
Classification/Grade/Band	5/6
Senior executive work level standards	Not Applicable
ANZSCO Code	551111
PCAT Code	1223322
Date of Approval	February 2022
Agency Website	https://education.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages. We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.
We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

Primary purpose of the role

The Cyber Compliance Officer undertakes a range of operational, administrative, analytical and reporting activities to ensure compliance with cyber security policies and audit and risk requirements.

Key accountabilities

- Support the operation of the Cyber compliance plan and calendar, based on requirements of the DoE Cyber Security Strategy
- Implement scheduling activities across the Compliance Team, business units and technology teams
- Collect artefacts to validate that the Cyber Security obligations are being managed to the satisfaction of the Department's executive, as well as relevant Audit teams.
- Support the maintenance of a Corrective Actions Register, and maintain tracking of remediation activities required to bring Cyber risks to acceptable levels
- Develop and maintain robust information management and quality assurance systems that can provide accurate information to senior staff within the Cyber Security Division and across the Department to meet compliance requirements

- Support staff across the Cyber Security Division to review risk registers to improve cyber controls, processes and operational efficiencies
- Contribute to the preparation of statistics, reports, advice and correspondence for senior officers
- Build and support strong working relationships with key stakeholders and team members across Cyber Security to manage and report on compliance requirements.
- Monitor and report on audit reviews including tracking the management of, and coordinating outcomes of, various report recommendations.

Key challenges

- Ensuring strict confidentiality in the processes involved in audit and risk reporting and developing systems whilst maintaining the integrity and accuracy of processes and information.
- Balancing a range of competing and conflicting work priorities with tight deadlines.

Key relationships

Who	Why
Internal	
Manager	• Receive and clarify guidance and instructions and report on progress against work plans • Escalate and discuss issues
Broader Team	• Participate in meetings, share information and provide input on issues • Support team members and work collaboratively to contribute to achieving team outcomes
Stakeholders	• Report to and provide updates on initiatives • Respond to enquiries • Coordinate meetings and activities
External	
Stakeholders	• Report to and provide updates on initiatives • Respond to enquiries • Coordinate meetings and activities

Role dimensions

Decision making

The Cyber Compliance Officer:

- Exercises initiative and judgement in the delivery of work outputs and resolution of day-to-day problems
- Shares accountability for the quality and accuracy of outputs, analysis and advice provided, as well as the overall delivery of recommendations and reports
- Prepares quality, accurate and timely reports, analyses, briefings and other forms of written advice for review by the role supervisor and senior officers in the team.

Reporting line

Lead Compliance Officer

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Direct reports

This role has no direct reports

Budget/Expenditure

In accordance with Departmental delegations.

Key knowledge and experience

- Demonstrated experience supporting complex operational responsibilities with competing demands and priorities
- Knowledge of, and commitment to implementing the Department's Aboriginal Education Policy and upholding the Department's Partnership Agreement with the NSW AECG and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Working with Children Check for paid employment

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	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate

	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly	Intermediate
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness	Adept

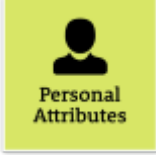|			
		• Identify and share business process improvements to enhance effectiveness	
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that 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
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies	Intermediate

Category and Sub-category	Level and Code	Level descriptions
Strategy and Architecture Information Strategy	SCTY – Level 5	**Information Security (SCTY) -** Provides advice and guidance on security strategies to manage identified risks and ensure adoption and adherence to standards. Obtains and acts on vulnerability information and conducts security risk assessments, business impact analysis and accreditation on complex information systems. Investigates major breaches of security, and recommends appropriate control improvements. Contributes to development of information security policy, standards and guidelines
Strategy and Architecture Information Strategy	INAS – Level 4	**Information Assurance (INAS) -** Performs technical assessments and/or accreditation of complex or higher-risk information systems. Identifies risk mitigation measures required in addition to the standard organisation or domain measures. Establishes the requirement for accreditation evidence from delivery partners and communicates accreditation requirements to stakeholders. Contributes to planning and organisation of information assurance and accreditation activities. Contributes to development of and implementation of information assurance processes.

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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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

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