

MANAGER CYBER SECURITY -GOVERNANCE,RISK & COMPLIANCE

BRANCH/UNIT	Systems Group		
TEAM	Security		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TAFE Manager Level 2		
POSITION NO.	TBA		
ANZSCO CODE	262112	PCAT CODE	1226368
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Manager Cyber Security -GRC is responsible for leading the development and implementation of cyber security strategy, frameworks, policies and guidelines, governing compliance with TAFE cyber security policies and NSW Government Cyber Security Policy. The role provides cyber security specialist advise, conducts assessments and reviews, ensuring that TAFE NSW successfully manages its compliance, legal and regulatory obligations.

3. KEY ACCOUNTABILITIES

1. Provides specialist advice and guidance on the application and operation of elementary physical, procedural and technical security controls and performs security risk, vulnerability assessments, and business impact analysis for information systems with a higher degree of complexity and organisational impact to ensure the risk of cyberattacks are identified and control measures are implemented.
2. Develops cyber security strategy/ policies / standards / guidelines to ensure the physical and electronic security of automated systems.
3. Work closely and collaborate with enterprise architecture leaders and specialists in developing cyber security solutions architecture, assessments and reviews that supports the delivery of the Systems Group enterprise architecture functional objectives.
4. Provide technical oversight and subject matter expertise into governance of Secure-By-Design frameworks, principles and tooling by supporting DevSecOps functions to continuously integrate cybersecurity foundations into development cycles.
5. Conduct regular research and evaluation including the use of forensics, emerging cyber security threats and assess the most appropriate strategies and techniques to manage risks.
6. Reviews new business proposals and provides specialist advice and support for planning disaster recovery initiatives to ensure business continuity in the event of any security breaches.
7. Provides technical insight to inform the development of policies, standards and guidelines that contribute to a culture that supports system and network protection in order to ensure that policy and standards for security are fit for purpose.
8. Monitors the application and compliance of security administration procedures and reviews information systems for actual or potential breaches in security.
9. Ensures that security records are accurate and complete to ensure requests for support are dealt with according to set standards and procedures.
10. Performs internal and coordinates external security audits, identifying areas at risk and recommending on solutions to ensure systems integrity.
11. Provides technical guidance and advice to security analysts relating to more complex security investigations to ensure robust and technically informed outcomes are determined.
12. Govern and monitor vendors to ensure cyber security controls are implemented, monitored, measured and audited.
13. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
14. Place the customer at the centre of all decision making.
15. Work with the Line Manager to develop and review meaningful performance development and review plans.

4. KEY CHALLENGES

- Maintain a contemporary knowledge of developments in cyber security and technology developments and embedding Secure by Design as the focal point in design and development processes.
- Maintain an advanced knowledge of complex analytic tools to determine emerging threat patterns and vulnerabilities.
- Maintain a strong focus on continuous improvement in an environment driven by technology development and tight deadlines.
- Ensuring architectural principles are applied during design to reduce risk and drive adoption and adherence to policy, standards and guidelines.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Senior Manager Cyber Security	<ul style="list-style-type: none"> • Receive leadership, advice and support. • Escalate contentious or issues that require high level intervention. • Consult on sensitive matters that require immediate response.
Stakeholders/Internal Clients	<ul style="list-style-type: none"> • Liaise in relation to cyber security issues and provide future recommendations. • Consult on the development of new approaches and policy development to support network and system security. • Provide cyber security advise, conduct assessment and reviews. • Engage with cyber security operations team to ensure security investigations and recommendations are fully informed and address all associated business implications. • Engage with IT commercial team to govern vendors and assure cyber security controls are implemented, monitored, measured and audited.
Work Team	<ul style="list-style-type: none"> • Collaborate across the team and participate in team meetings. • Share knowledge and experience in a security awareness and early intervention environment.
External	
Clients/Vendors	<ul style="list-style-type: none"> • Build and maintain relationships to ensure products and advice support TAFE’s security policies and procedures. • Participate in external forums and build partnerships that minimise risks to Systems Group security. • Establish governance procedures ensuring vendors comply with TAFE cyber security policies and procedures, including Essential 8 security mitigation strategies.
NSW Department of Customer Service and Cyber Security Community of Practice	<ul style="list-style-type: none"> • Participate in NSW Cyber Security Community of Practice to help improve information sharing, reporting and threat intelligence with key stakeholders. • Ensure compliance with NSW Government Cyber Security Policy.

6. POSITION DIMENSIONS

Reporting Line: Senior Manager Cyber Security

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

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Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS





1. Degree in relevant discipline or equivalent skills, knowledge and experience.
2. Demonstrated experience in working in a cyber security environment and an awareness of current trends in IT security management.
3. Significant experience in developing cyber security solutions architecture, assessments and reviews.
4. Demonstrated technical expertise in governing Secure-by- Design frameworks, principles and tools.
5. Ability to address and meet focus capabilities as stated in the Position Description.

8. CAPABILITIES**NSW Public Sector Capability Framework**


Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Advanced
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Advanced
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Occupation / profession specific capabilities

Capability Set	Category, Sub-category and Skill	Level and Code
	Strategy & Architecture, Information Strategy, Information Security	Level 4 – SCTY
	Strategy & Architecture, Advice & Guidance, Specialist Advice	Level 5 – TECH
	Delivery & Operation, Service Operation, Security Administration	Level 5 – SCAD

FOCUS CAPABILITIES

The focus capabilities for the Manager Cyber Security- GRC 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 position's key accountabilities.

NSW Public Sector Focus Capabilities**NSW Public Sector Capability Framework**

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> Remain composed and calm and act constructively in highly pressured and unpredictable environments. Give frank, honest advice in the face of strong, contrary views. Accept criticism of own ideas and respond in a thoughtful and considered way. Welcome new challenges and persist in raising and working through novel and difficult issues. Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues.
Relationships Communicate Effectively	Advanced	<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. Write fluently and persuasively in plain English and in a range of styles and formats.
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> 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.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Network extensively across government and organisations to increase collaboration. • Encourage others to use appropriate collaboration approaches and tools, including digital technologies.
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes. • Make sure staff understand expected goals and acknowledge staff success in achieving these. • Identify resource needs and ensure goals are achieved within set budgets and deadlines. • Use business data to evaluate outcomes and inform continuous improvement. • Identify priorities that need to change and ensure the allocation of resources meets new business needs. • Ensure that the financial implications of changed priorities are explicit and budgeted for.
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • 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.
Business Enablers Technology	Advanced	<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.

Occupation specific capability set (Skills Framework for the Information Age – SFIA)		
Category and Sub-Category	Level and Code	Level Descriptions
Strategy & Architecture, Information Strategy, Information Security	Level 4 – SCTY	Explains the purpose of and provides advice and guidance on the application and operation of elementary physical, procedural and technical security controls. Performs security risk, vulnerability assessments, and business impact analysis for medium complexity information systems. Investigates suspected attacks and manages security incidents. Uses forensics where appropriate.
Strategy & Architecture, Advice & Guidance, Specialist Advice	Level 5 - TECH	Actively maintains recognised expert level knowledge in one or more identifiable specialisms. Provides definitive and expert advice in their specialist area(s). Oversees the provision of specialist advice by others, consolidates expertise from multiple sources, including third party experts, to provide coherent advice to further organisational objectives. Supports and promotes the development and sharing of specialist knowledge within the organisation
Delivery & Operation, Service Operation, Security Administration	Level 5 – SCAD	Monitors the application and compliance of security administration procedures and reviews information systems for actual or potential breaches in security. Ensures that all identified breaches in security are promptly and thoroughly investigated and that any system changes required to maintain security are implemented. Ensures that security records are accurate and complete and that request for support are dealt with according to set standards and procedures. Contributes to the creation and maintenance of policy, standards, procedures and documentation for security.