

# IT Security Officer, APS Level 6

## Position Details

<b>Job Reference Number</b>	2387	<b>Title</b>	IT Security Officer
<b>Classification</b>	APS6	<b>Division/ Branch</b>	Capability / IT Branch
<b>Status</b>	Non-ongoing, Full Time	<b>Section</b>	Enterprise and IT Governance
<b>Salary Range</b>	\$77,902 - \$87,313	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Mark Looi	<b>Contact Number</b>	0414 645 114
<b>Date Applications Open</b>	7 September 2017	<b>Date Applications Close</b>	21 September 2017

## Agency Purpose

The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.



### The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality**, **agility** and **professionalism**.

## Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital and a Northern Territory Office in Darwin. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

## Work Environment

The IT Branch comprises of approximately 70 personnel, including the IT Security team. The Enterprise & IT Governance section delivers a variety of strategic and corporate functions across the IT Branch and agency, including: contract and vendor management; IT sourcing and procurement; financial management; quality assurance; and IT security.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

## Job Summary

The role of the IT Security Officer is a supporting role to the AEC's IT Security Advisor and IT Security Specialist. The IT Security Officer is responsible for providing analytical and technical IT security support services for the AEC's ICT systems.

## Our Ideal Candidate

Our ideal candidate will have a demonstrated ability to implement security controls in accordance with the Information Security Manual and ASD's Strategies to Mitigate Cyber Security Incidents. They will also have demonstrated the ability to work well both independently and in a team and have strong communication skills.

## What we can offer the successful candidate

- Positive team culture that values initiative and commitment.
- Opportunity to work in a dynamic team environment.
- Become an integral member of the Australian Public Service.
- Competitive salary with 15.4% super.

## Duties

1. Daily supervision and coordination of the AEC's project to enhance security operations and practices in accordance with the Australian Signals Directorate's (ASD) Essential Eight Strategies to Mitigate Cyber Incidents.
2. Providing ad-hoc support and advice to the IT Security Advisor and Director Enterprise & IT Governance on IT security related matters.
3. The conduct of risk and vulnerability assessments on new and existing technologies and IT systems, including drafting related IT system security documentation.
4. Conducting research into technologies, exploits, security posts and information potentially damaging or dangerous to the AEC's reputation or services.
5. Development of a logging and monitoring strategy aligned with ASD's Strategies to Mitigate Cyber Incidents for the AEC Security Information and Event Management product (Splunk).

## Politically Sensitive Position

*Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.*

## Security Requirement

This position is a position of trust. The occupant must be able to obtain and maintain a security clearance, or hold a current security clearance of Negative Vetting Level 1.

## Selection Criteria

The AEC uses the Integrated Leadership System (ILS) as defined by the Australian Public Service Commission, for selection of staff at this level. Further information relating to the leadership capabilities for this position can be found at <http://www.apsc.gov.au/learn/frameworks-and-guidelines/ils>

Please provide a statement of claims against the appropriate ILS level and describe how your skills, knowledge, experience and qualifications would make you suitable for this role and meet the below selection criteria.

### Essential

#### Shapes strategic thinking

- Thinks strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

#### Achieves results

- Takes responsibility for managing work projects to achieve results
- Applies knowledge of the Information Security Manual and Protective Security Policy Framework
- Demonstrates understanding of IT Security risks and threat analysis
- Experience in developing security documentation, either technical or business

#### Supports/Cultivates productive working relationships

- Nurtures internal and external relationships
- Shares learning and supports others

#### Exemplifies personal drive and integrity

- Commits to action
- Demonstrates self-awareness and a commitment to personal development

#### Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience

### Notes

Non-ongoing opportunity will be offered until 30 June 2018.

## Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

## How to apply

All applications must be submitted online at: <http://www.aec.gov.au/employment/> prior to the closing date.

Your application must include the following:

- An up to date resume
- A candidate coversheet
- A statement of claims addressing the selection criteria