

POSITION DESCRIPTION



Business Services
Chief Operating Officer Portfolio

Cybersecurity Engagement Officer

POSITION NUMBER	0063952
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 7 - \$106,432 - \$115,211 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Emily Woodhams Tel +61 408 370 959 Email e.woodhams@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

CYBERSECURITY

Our Cybersecurity team identifies and mitigates threats to the University's technology environment, which includes vast sensitive, proprietary and valuable information assets. Our aim is to strengthen organisational cyber resilience to support the University's strategic and operational objectives and defend against an increasingly hostile cyber landscape.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The Cybersecurity Engagement Officer will support the uplift of University-wide cyber awareness through the delivery of the Cyber Engagement Strategy. Taking responsibility for key components of the strategy as directed, they will create dynamic and engaging content for communication channels, lead event planning and delivery, and analyse trends and feedback from the University community. A core responsibility will be to coordinate and lead the Cyber Champions Network, with support from the Cybersecurity Engagement Manager.

Reporting line: Cybersecurity Engagement Manager

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: none

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: *University wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

Working closely with the Cybersecurity Engagement Manager, this role is accountable for:

- Creating dynamic, engaging and relevant content for University digital channels such as Viva Engage, Staff Hub and the University webpage.
- Planning and executing engagement events to promote cybersecurity awareness to staff and students.
- Leading the Cybersecurity Champions Network planning and implementation, in partnership with subject matter experts.
- Assisting the Engagement Manager in developing and delivering training and education on cybersecurity.

- Collaborating with stakeholders across the University to ensure alignment with key Cybersecurity Awareness messages.
- Liaise with vendors and suppliers to create communication materials.
- Reviewing existing communications collateral for accuracy and relevance.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a tertiary qualification in Communications, Events, Marketing or a related discipline or an equivalent combination of relevant experience and education/training.

Knowledge and skills

2. Demonstrated experience successfully implementing communication and engagement processes in a large or complex environment.
3. Highly developed organisational and time management skills with a proven ability to work under pressure and prioritise tasks to meet competing deadlines with a high degree of accuracy and attention to detail.
4. Strong interpersonal and verbal communication skills with the ability to relate effectively with a diverse range of people and demonstrate respect for the diverse needs, aspirations and cultures represented across the University.
5. Ability to work collaboratively and flexibly both in a team and independently in a fast-paced environment.
6. High level of proficiency in using standard application software such as the Microsoft Office suite (e.g., Word, Excel, PowerPoint, Outlook).
7. Desirable: experience in web administration, graphic design, or video production/editing.
8. Desirable: experience in University or IT environments.

Other job-related information:

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.
- ▶ This role is a hybrid role with the expectation of regular attendance at Parkville Campus, as discussed and approved by the hiring manager.