



POSITION DESCRIPTION

Australian BioCommons

Faculty of Medicine, Dentistry and Health Sciences

Cybersecurity Specialist, Australian BioCommons

POSITION NO	0063477
CLASSIFICATION	UOM 10
SALARY	\$149,670
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Steven Manos Tel +61 402 827 324 steven@biocommons.org.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.

Position Summary

The Australian BioCommons is an ambitious digital infrastructure capability that is enhancing Australian research in its ability to understand the molecular basis of life across environmental, agricultural and biomedical science. One of its key missions is to build and operate services to host, share and analyse sensitive data. In response to this, we are seeking a suitably qualified individual to fill the position of **Cybersecurity Specialist**.

In this role, you will lead our efforts to develop, assess, and maintain relevant policies, processes, audits, and other compliance measures to ensure quality and security of our services. You will work closely with leadership, an existing technical delivery team, as well as outsourced cyber security specialists.

You will work with a new set of technologies which the BioCommons is deploying for the hosting and analysis of sensitive data holdings. These include Gen3, a pioneering data sharing platform designed for the secure management of human data, alongside other user authentication, data access, and analytics platforms. These services are utilised by national communities working in the areas of cardiovascular disease, paediatric cancer and biosecurity.

The role will initially focus on attaining ISO27001 certification for the human data and analysis environment, working closely with various project stakeholders to do so. The focus will then shift to alignment with HIPAA and other relevant security frameworks, and extending the work to other platforms and systems delivered by the BioCommons.

You will be leading the cybersecurity aspects of the deployment and work independently with limited supervision, working closely with experienced leadership, project and technical teams.

At the Australian BioCommons, you'll find more than a role – you'll discover a purpose. So, if you're passionate about leveraging technology to create significant, life-changing impacts, we'd love to hear from you.

1. Key Responsibilities

1.1 DEVELOP AND DOCUMENT SECURITY PRINCIPLES, POLICIES AND SENSITIVE DATA PLATFORMS

- ▶ Develop and define incident response procedures, working with developers and technical teams on their implementation
- ▶ Inform and influence code development processes, system design and cloud architecture and CI/CD deployment pipelines
- ▶ Develop and maintain security documentation for these various sensitive data platforms
- ▶ Key responsibilities

1.2 SECURITY OPERATIONS

- ▶ Collaborate closely with the technical team on security operations, and ensure adherence to procedures
- ▶ Triage and investigate potential security incidents as well as lead the security incident response process

1.3 PLATFORM REVIEWS AND CERTIFICATIONS

- ▶ Lead the security reviews of critical systems and infrastructures, working closely with third-party vendors and internal technical delivery teams
- ▶ Working with external contractors to plan and coordinate to certify sensitive data deployments under ISO27001 and other organisational frameworks (eg the University of Melbourne sensitive data policy)
- ▶ Make recommendations on AWS cloud deployment and architectures to align and comply with the required quality and security frameworks
- ▶ Provide guidance on aligning platforms with frameworks such as HIPAA
- ▶ Provide information security consulting and security awareness education to the BioCommons and non-technical partners
- ▶ Provide security advice into the design of new systems, applications and integrations
- ▶ Conduct research on sensitive data information security best practices, solutions and strategies, in collaboration with our infrastructure partners
- ▶ Maintain active partnerships with infrastructure providers, both in Australia and internationally on security developments and requirements

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A related Bachelor degree or equivalent TAFE certification (Information Technology, Cyber Security etc) OR minimum 5 years experience working in Cyber Security
- ▶ Experience and knowledge of security policies, procedures and controls; security standards, risk management, configuration management, security architectures, continuity of operations, contingency planning, disaster recovery, application security, and Australian cyber-security rules, laws and regulations

- ▶ Hands-on experience in design and operating various security technologies/solutions
- ▶ Proven experience getting cloud applications certified under ISO 27001
- ▶ Experiences in designing and implementing required security controls in hybrid environments to align with industry standards
- ▶ Knowledge of HIPAA privacy and security regulations
- ▶ Good communication skills and experience in communicating complex technical issues to stakeholders

2.2 DESIRABLE

- ▶ Understands the cybersecurity standards related to personally identifying human data, including genomics and other biomedical data
- ▶ A relevant certification such as CISSP, CISM and CRISC

2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours, travel, etc.
- ▶ 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.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position will be hosted at the University of Melbourne. It reports to the Associate Director, BioCloud, Australian BioCommons, based at the University of Melbourne. It requires liaising with and indirectly managing individuals and teams based at institutions around Australia.

Working under broad direction with limited daily supervision, the position will require strong leadership, judgement, and deft negotiation skills to achieve agreed project objectives and contractual obligations with project partners. The incumbent is expected to work towards specified tasks within set deadlines, in a collaborative manner, demonstrating a high level of initiative and motivation. The role will actively engage with other members of all related teams and seek guidance from the BioCommons leadership team where necessary.

3.2 PROBLEM SOLVING AND JUDGEMENT

An ability to achieve objectives across multiple projects whilst operation within a complex organisational structure.

Technical, intellectual agility and personal sensitivity and clear decision-making ability to respond positively and innovatively to achieve project milestones and deliverables.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position requires a significant level of professional and sector knowledge and experience within Australian and/or abroad.

Possess a strong record of development of new ways of applying a specific body of knowledge, that may involve the integration of other specific bodies of knowledge into an existing project.

The ability to solve complex problems by applying judgement based on professional expertise and acquired knowledge.

The incumbent will be required to navigate a wide range of procedures, policies and synthesise technical, scientific information to identify specific solutions within various levels of complexity.

3.4 RESOURCE MANAGEMENT

The position is invested with delegated responsibility appropriate to the role, and will initiate human resources, financial and policy and procedural decisions in consultation with and oversight of the Associate Director, BioCloud.

3.5 BREADTH OF THE POSITION

This position will interface with key individuals and organisations in research infrastructure within Australia and internationally. The incumbent is expected to develop strong personal links with practitioners of eResearch and Information Technology Services nationally and internationally,

Some interstate and international travel may be required.

4. 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.

5. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 AUSTRALIAN BIOCOMMONS

Australian BioCommons

The Australian BioCommons is an NCRIS-funded research infrastructure entity for life science research and its missions are to:

- ▶ Sustain strategic leadership in the provision and use of bioinformatics and bioscience data infrastructures at a national scale;
- ▶ Actively support life science research communities with community scale digital infrastructure developed and maintained in concert with international peer infrastructures; and
- ▶ Provide access to platforms and services that:
- ▶ Provide sophisticated analysis capabilities, including software and hardware platforms that underpin world class science.
 - Support digital asset stewardship and management, retention, integration and publication solutions as they evolve.
 - Enable researchers to observe best-practice data standards, management, interoperability and publication approaches as they evolve.
 - Provide enduring access to environmental, agricultural and biomedical research.
- ▶ Provide training and support solutions that enable the rapid and broad-based adoption of the above.

Go to www.biocommons.org.au for more information.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

<http://www.mdhs.unimelb.edu.au>

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has

approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

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

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>