



Cyber Assurance Officer

Position Detail			
Reports To	Cyber Security Design & Assurance Lead	Group	Chief Technology Enablement Officer
Classification	ASA5	Location	Brisbane / Canberra
Reports – Direct Total	Nil	Position Number	New

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As the Cyber Security Assurance Officer, you will be an integral member of the cyber security team providing security assurance and risk assessment services. You will work across an integrated team of internal and outsourced cyber security specialists supporting the business and support with the provision of enterprise cyber risk assurance capability.

Reporting directly to the Air Services Cyber Design & Assurance Lead, you will deliver cyber assurance and risk assessment services, triage and assess certification and accreditation requests and provide general security advice. Additionally you will be responsible for working with internal and external stakeholders to support enterprise wide delivery of secure-by-design process.

Accountabilities and Responsibilities

Position Specific

The core objectives and responsibilities of the Cyber Security Assurance officer includes supporting delivery of enterprise cyber assurance and risk assessment capability; and delivering secure-by-design process requirements.

- Triage and respond to cyber assurance engagement requests
- Provide high level support and consulting service, in order to successfully implement the Secure-by-design-process process.
- Support with the provision of security advice and risk assessment service
- Investigate and develop new techniques, procedures and processes to enhance and streamline the Cyber Assurance function.

- Identify and analyze strategic cyber security organizational and sector issues,
- Support with development of comprehensive policy responses, briefs, submissions, presentations, reports and information papers for leadership as required.
- Assist in the analysis and development of strategies to mature Cyber Security within Airservices in alignment Whole of Government policy and practices.

People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Work with internal and external teams to coordinate data for reporting purposes
- Working with internal and external teams to ensure cyber assurance objectives are met and relevant

Compliance, Systems and Reporting

- Working to support Air Services existing governance and assurance frameworks

Safety

- Demonstrate safety behaviours consistent with enterprise strategies

Key Performance Indicators

Efficient, Effective and Accountable

- Activities are conducted in line with the Cyber Security strategy and business priorities.
- All assurance and risk assessment activities are timely, accurate and can be understood from a non-technical business perspective and delivered against SLA's.
- Produced material in response to requests is clear, concise and engages consumers and promotes cyber safety
- Advice provided to all stakeholders is of high quality, based on relevant standards and industry best practice.
- Continually improve the security posture of ASA through proactive identification and management of cyber security risks.

Safety

- Compliance with safety, risk, environmental and any other standards

Key Relationships

- Manager – Works closely with manager to ensure strategic and operational outcomes are met.
- Team Members - Works as part of a team, participating in organisation wide activities, with staff located across geographically dispersed offices.
- Managed Services Providers – Works closely with service delivery partners to understand emerging education and reporting requirements in line with contract deliverables.
- Cyber Security Leadership: Provide information security support and services upon request.
- Service Desk: Provide security advice and guidance on security matters.

Skills, Competencies and Qualifications

As a Cyber Security Assurance Officer you will have:

- An inherent passion for cyber security and service excellence.
- Well-developed written and oral communication skills, including writing for a wide range of technical and non-technical audiences.
- Ability to work independently or as a part of a team to carry security assurance and risk assessment activities
- Demonstrated broad knowledge and understanding of the major trends, strategic directions and legislative and governance frameworks related to information security, with the capacity to successfully adopt them in the Airservices environment.

- Knowledge of cyber security best practices and Australian Government security standards, such as the Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).
- Demonstrated ability to build and maintain stakeholder relationships, both internally and externally.
- Demonstrated capability to work in a team with diverse skill sets to deliver outcomes against competing priorities and deadlines.
- Ability to suggest business process improvements and ideas for future internal and external education and reporting requirements.

Desirable

- Completion of relevant tertiary qualification and/or industry certifications

Management, communication, personal and interpersonal

- A proactive approach to customer issues and problem resolution
- Well-developed communication skills, both written and oral
- Excellent ability to build and maintain effective working relationships and engage with key internal and external stakeholders at all levels.
- Strong analytical skills with attention to detail.
- Ability to set clear objectives and monitor performance.

Security Clearance

- An Australian Government Negative Vetting Level 1 Security Clearance (or higher) eligibility is mandatory for this role

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.