Position description

Information Security Analyst

Position no.	BS9017	**Work Area Profile**	Specialist Resource Pool, Business Services Directorate
Work level/Classification	Level 4	**Reports to (role)**	Information Security Manager
Positions reporting to this role	Nil	**Location**	Melbourne
Number of indirect reports	Nil	**Tenure**	On-going
Review Date	30/8/2017	**Closing Date**	Please refer to job advertisement

Position purpose

Operating in squads, the **Information Security Analyst** will contribute their professional, specialist and technical skills to ensure agreed AHPRA and National Board initiatives are successfully delivered.

This role is responsible to work with the Information Security Manager to monitor and audit the security operations of AHPRA using in-place IT security solutions while working to identify, investigate and resolve security incidents detected by those systems across the organisation and applicable to AHPRA staff and members of Boards.

Work Area Profile

The Specialist Resource Pool is a group that provides professional / specialist / technical skills, capabilities expertise and competencies to squads to deliver the change and improvement initiatives across AHPRA. The staff within the pool form into temporary squads to deliver the projects/programmes and once the solutions have been delivered the squad is disbanded. The staff are then utilised on the next priority initiative for the organisation.

Key Result Areas

Accountabilities	Key Activities

Information Security Program of Works	▪ Assist in delivering AHPRA's information security program of works that supports the delivery of key aspects of AHPRA's FARMC's (Financial, Audit and Risk Management Committee) 2 year risk management mitigation through implementation of the following:
	    o Data security and access governance
	    o Cyber Security resilience
	
	▪ As required, be a key driving partner in these program or sub-initiatives that drive AHPRA to the completion of FARMC's 2 years risk management outcomes
	▪ Assist to build teams either internally or with strategic suppliers to deliver these strategic initiatives in a cost effective and delivery focused manner
	▪ Assist in cost estimates and delivery timeframes for AHPRA strategic initiatives as required to ensure all infrastructure requirements are included in these initiatives
	▪ Provide information security advice to projects in the capacity of security SME and design solutions across wide range of business systems and IT infrastructure. Assisting in directing projects, solution designs and ongoing software development lifecycle

Information Security	▪ Contribute to an AHPRA's information security architecture and technology roadmap, aligned with the overall business and information technology strategy to meet current and future business needs. ▪ Ensure AHPRA systems are secured and continually improved in line with the Information Security strategy and roadmap. ▪ Maintain and schedule AHPRA vulnerability and patch management processes to ensure patches are applied and prioritized based on vulnerability risk ▪ Support ongoing investigations of incidents raised by the SOC analyst and respond to incidents via standard security incident response procedures ▪ Maintain an access management process to ensure that access to AHPRA data is managed in accordance with the IT Security Strategy ▪ Assist in providing information security advice to key stakeholders to integrate information security best practices into organisational processes, projects, lifecycle activities and business support functions aligned to the standards outlined in the information security strategy. ▪ Support the development and maintenance of an information security assurance plan, including threat assessment and penetration testing, aligned with the Corporate Assurance Framework. ▪ Contribute to management reporting in relation to the status of the IT Security Assurance Plan, the IT Security work program and any other IT Security or cyber threat information identified. ▪ Coordinate / conducting information security awareness programs / workshops in AHPRA on a national level ▪ Provide support to IT Security related service requests
Specialist pool	▪ May be required to take on a technical leadership responsibility for agreed initiatives ▪ Prepare and maintain technical documents such as technology reviews, technical specifications as required ▪ Review and provide feedback as requested, on artefacts such as business requirements specifications and functional specification documents

	▪ Participate in peer reviews of work products as required ▪ Maintain and promote a professional commitment to quality outputs including reliable, well-documented solutions and minimal defects ▪ Follow approved estimation methods, review estimates and make realistic commitments on delivery as required ▪ Assist in the development of overall project plans and timetables as required ▪ Work within and according to AHPRA methodologies, controls, frameworks and processes
Community of Practice	▪ Actively contribute to Community of Practice discussions, learnings and debates
Strategic Alignment	▪ Contribute to the development of relevant frameworks and strategies as required ▪ Actively participate in working groups / committees as requested
Quality Service Delivery	▪ Contribute to the alignment of information security initiatives with relevant regulatory requirements, national and international standards. ▪ Contribute to the development, implementation, review and update of processes and procedures to enable delivery of information security initiatives and to ensure consistency and quality outcomes.

AHPRA Values	
Service	*We:* ✓ Listen, and ask how can I help you? ✓ Finish whatever we start ✓ Are approachable, reliable and accountable
Collaboration	*We:* ✓ Stop, listen, respect and act ✓ Actively engage with others ✓ Share knowledge and seek feedback
Achievement	*We:* ✓ Are clear on the outcomes we require ✓ Provide regular updates on work activities ✓ Identify and address priorities and recognise success
Our way of working	▪ Operate in accordance with AHPRA's values and "*way of working*" in day-to-day work activities ▪ Comply with AHPRA's Code of Conduct and all other AHPRA policies and procedures including ensuring adherence to the obligations set out in: ✓ AHPRA's workplace health and safety policies and procedures ✓ Equal Opportunity and Harassment & Bullying Policies ✓ Confidentiality and Privacy Policies ▪ Adhere to and apply the information contained in any mandatory or job related training ▪ Deliver a professional, customer-focused service to internal and external customers ▪ Identify and participate in opportunities to develop knowledge, skills and experience as well as personal development activities as part of AHPRA's Performance & Development Planning process

Personal Attributes

- Visibly display positive behaviours by promoting a unified and collaborative culture
- Ensures plans (service delivery, program, project) are developed using approved project and program management practices
- Supports and promotes AHPRA's strategic agenda
- Questions existing practices and standards in a constructive manner if they are not effective to support continual improvement
- Supports others to achieve 'stretch' goals and objectives
- Gathers and uses data to measure costs, benefits and risks of delivery options
- Seeks feedback and analyses own performance to identify strengths and opportunities for improvement and further development
- Anticipates and identifies expectations, concerns and consider implications

- Communicates clearly using appropriate styles and methods to achieve required outcomes
- Develops and maintains relationships with peers, customers, and represents AHPRA effectively
- Identifies workload issues in team, offers assistance and/or makes adjustments

Key requirements

Key Relationships	Qualifications/Experience

Internal
 	
- Squad members
- National Directors (Regulatory Operations, Strategy & Policy, Business Services)
- Managers
- Service Delivery Board
- Professional Services
- Services Hub:
  - People Lifecycle Services
  - Environment, Connectivity & Support
  - Services
  - Information & Decision Enablement
  - Supplier, Partner & Contract Services
- Change and Delivery Specialists
- Performance and Innovation
 	
External
 	
- Service Providers
- Vendors
- Government agencies
	- Academic qualification equivalent of a Bachelors or higher in Information Technology
	- Desirable to have Security certifications from – SANS, ISACA, ISC2, CompTIA Security+ and other as appropriate
	- Demonstrable base of expertise across the required discipline(s) including:
	  o experience in information security management and risk management, with strong IT experience background.
	  o background in security architecture, supplier management and project management
	- Experience of working in a regulatory or compliance-focused environment
	- Ability to work autonomously as well as part of a team