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IP AUSTRALIA - TOGETHER WE CAN.

Welcome to IP Australia, where we are committed to delivering world leading IP services that are modern, effective and efficient to ensure all Australians benefit from great ideas. Through innovative solutions we pursue productivity and quality improvements that underpin our customer-focused agency.

Our Future Way of Working program, which will see increased collaboration and productivity among our staff in activity based working environments. We will continue to implement best practice workforce planning to ensure we attract the best and brightest minds, provide challenging opportunities to develop leadership and management skills.

Our people remain our greatest asset.

We will continue to invest in talent and capability development to build the workforce of the future. By encouraging diversity of thought and a culture of curiosity we inspire leadership and accountability at all levels.

IP Australia strongly believes in having the right people, place and technology platforms to support a world leading IP system and enable flexible working.

We continue to implement best practice workforce planning to ensure we attract the best and brightest minds, provide challenging opportunities to develop leadership and management skills, and reinforce our position as leaders of IP rights administration in the region.

Michael Schwager
Director-General
IP Australia

Position Profile

Position Title:	IT Subject Matter Expert – Specialisation: Cyber Security Analyst Level 1
Classification:	APS6
Position Number:	Various
Tenure:	Ongoing
Duration:	Permanent
Section:	Office of the CIO
Group:	Innovation and Technology
Division:	Policy and Corporate
Location:	ACT
Immediate Supervisor:	Executive Level 1
Security Classification:	BASELINE

Group Responsibilities

IP Australia has embarked on a transformation journey to create a world-leading IP system that builds prosperity for Australia and ensuring Australians benefit from great ideas.

The Innovation Technology Group is an enabler to the Agency and is responsible for supporting the IT Strategy 2022; establishing the key technology platforms and supporting capabilities to increase business alignment; uplift technology and service delivery maturity and position IT for scalability.

The IT Strategy is our focal point and sets direction on how our technology capability will support the achievement of IP Australia's business objectives and outlines the overall vision for IT within IP Australia. The strategy guides the continued digital transformation of IP Australia across all internal levels of the agency and external interactions. It supports a 'citizen-centric' approach to our services, in line with whole-of-government, positioning them to meet evolving customer expectations.

ITG will support IP Australia's vision by embracing contemporary and innovative technologies to deliver smart solutions and new approaches that cement IP Australia as a visionary in the Intellectual Property ecosystem.

Section Responsibilities

The Office of the CIO provides a centralised approach for the "business" of the Innovation Technology Group (ITG). This incorporates the Strategic Governance and Planning for the Group and covers a broad range of enabling agency services as well as supporting our people (as assets) through capability development. Together we support the delivery of robust, secure technology services through, ICT security, disaster recovery planning, ICT resource, asset & vendor management, license and maintenance management, architecture, and project assurance.

Business of ITG; provides vendor relationship & ICT asset management, planning & reporting, ICT security, governance, audit & compliance and ICT resource management; including supporting our people through training and development, workforce planning and capability mapping to align with the values and vision of the IT operating model.

Strategy & Architecture, defines IP Australia's technology strategy, shapes and manages the target architecture landscape; provides overall direction and policy setting for the use of technology, managing the technology, portfolio and planning major technology initiative to support IP Australia business strategies.

Position Description / Context of the Role

The Cyber Security Analyst (Level 1) is an individual who is interested driving innovation, delivery in a fast-paced agile environment and making a difference through their work.

This role requires an enthusiastic person with willingness to engage, communicate and collaborate with others. The successful candidate will have a demonstrated capability to quickly learn new technologies, like taking initiative, problem-solving, and conducting It security investigations.

The role also requires a high level of skill in time management, and the ability to share knowledge through documentation, developing and improving processes and procedures. The IT Subject Matter Expert will work closely with other teams both internal and external to the section and working on supporting partnerships across business and government and being part of the dynamic IT security team.

Position Specific Duties

As a Cyber Security Analyst (Level 1), you will be expected to manage these primary responsibilities:

- Monitor the performance of network (via dashboards), system and application security solutions to identify and bring to attention breaches and potential intrusion incidents.

- Assist in the investigation of identified security breaches in accordance with established procedures and provides advise on recommended actions.

- Independently conduct research and analysis in relation to potential cyber security issues/events and incidents and report on findings.

- Assists users in defining their access rights and privileges and administers logical access controls and security systems.

- Issue access privileges to new users and modify privileges for existing users to facilitate timely and appropriate access to business-related systems.

- Maintains security records and documentation.

- Work independently and collaboratively with a variety of internal Technology Domain Specialists in order to build Cyber Offensive capability.

- Undertake activities to develop knowledge and expertise in relation to professional skills

- Demonstrates attitudes and behaviours responsive to workplace change (including participates in and encourages others to participate in change and contribute to successful outcomes).

- Improves organisational performance through effective engagement with and management of risk within relevant sphere of influence.

- Establishes clear expectations and creates an environment to achieve stated goals and objectives, takes ownership and honours commitments.

- Maintains an understanding of their/worker responsibilities under the Work Health & Safety Act 2011 (WHS Act) and a commitment to promoting a healthy and safe workplace.

Position Specific Capabilities

The successful applicant will have solid understanding of many of the following key Cyber Security areas:

- IT Networking fundamentals
    - Public Key Infrastructure
    - Authorisation and authentication protocols
    - Encryption
    - Will maintain up to date knowledge on current and future security threats and vulnerabilities

- IT security fundamentals, with a solid understanding of various cyber threats and patterns
    - User Access Control
    - Network Management
    - Change Management
    - Cryptography

- IT incident response and handling

- Communicating and documentation, including:
    - Focus on key points and speak in 'Plain English'
    - Adapt existing skills to new situations
    - Prepare written material that is well structured and easy to follow by the intended audience
    - Communicate routine technical information clearly

IP Australia will provide training in technical areas that may require development.

Please note: Applicants are encouraged to refer to the attached Capability Framework documentation which outlines agency wide behavioural descriptiors for the five core capabilities at this classification.

Eligibility Qualifications / Knowledge Required

Essential skills:
- Tertiary or vocational qualification in an IT discipline or related field:
- Understanding of key cyber security concepts.

Additionally, it would be desirable to have a combination of:
- Experience in an ICT Security role

- Experience in cyber security incident management

- Experience monitoring a variety of key corporate infrastructure and network technologies

- Familiarity or experience working with:

    - Australian Government Information Security Manual

    - Top cyber security threats, threat vectors and threat actors

    - Network intrusion prevention and detection systems

    - Security Information Event Management systems.

Contact Officer

For further information pertaining to this job please contact Harry Johnson on 02 6283 2878

Working at IP Australia

IP Australia recognises the importance of employees balancing their work and personal lives by offering staff access to an ongoing series of health and wellbeing programs, flexible work-life policies and a range of professional development programs. IP Australia is a breastfeeding friendly workplace and has an onsite childcare facility with priority enrolment for IP Australia employees.

The IP Australia office in Canberra provides high quality accommodation and facilities. These include: an on-site café, conference, meeting and training rooms; limited on-site parking for cars and motor cycles available on a rotational basis; the provision of undercover bicycle racks; excellent shower/change facilities for staff choosing to walk or ride to work; and the advantage of all staff being co-located in the one building.

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IP AUSTRALIA - TOGETHER WE CAN.

- **FLEXIBILITY**
  Maintain a balanced lifestyle.
- **PRIDE IN THE WORK WE DO**
  Contribute to high quality outcomes every day.
- **A SENSE OF BELONGING**
  Enjoy a sense of belonging and purpose, rich with diversity.
- **PROFESSIONALISM**
  Use your expertise in a rewarding and fulfilling environment.
- **INTERNATIONAL REPUTATION**
  Work with world leaders in intellectual property.
- **THE AUSTRALIAN PUBLIC SERVICE**
  Experience all the advantages of the APS, with the size and agility of enterprise.

Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service Code of Conduct.

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Capability Framework – relevant to APS6

Agility and innovation – create and deliver outcomes using agile and innovative approaches

- Model adaptability and flexibility in changing circumstances and diverse situations.
- Identify, capture and actively drive change activities, including supporting others to adapt to change and improve the broader team.
- Collaboratively provide input into the development of solutions for complex situations; question conventional approaches when developing alternative solutions and make recommendations.
- Strengthen the team's innovative problem solving through collaboration, consultation and inclusion.
- Demonstrate behaviours consistent with embracing change and new ideas; model and support staff to fail fast and apply learnings.

Customer centric – create and deliver quality customer centric outcomes

- Maintain relationships with key customers to enable quality service outcomes.
- Manage activities and support the team to provide quality service outcomes.
- Respond to a broad range of service requests resolving complex issues with a solutions focus to meet customer needs.
- Work collaboratively across business groups to negotiate and manage service activities, achieving the best result for customers.
- Contribute to the development and evaluation of service standards. Apply these standards to resolve or escalate issues and give technical briefings to staff members and customers.

Data literacy – create and deliver, appropriately use data

- Assist with research and analysis relevant to business needs and make recommendations to support decision-making.
- Be aware of the type of data created and used in own work area and have a basic ability to use the data systems and tools available.
- Ask questions to identify problems, and research the data to inform the audience of potential solutions.
- Adapt information in the appropriate medium, and then communicate and deliver data to the target audience.
- Manage resources in line with quality measures and align with performance expectations.

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Engages with risk – create and deliver positive risk behaviour

- Collaborate with colleagues and stakeholders to improve the way that risk is managed.
- Provide active oversight of risks, explore alternatives and show personal courage.
- Model a workplace where individuals and the team can take risks, accept failure, communicate openly and apply learnings.
- Identify risk information critical to making an informed decision.
- Manage tolerable risk and escalate as required.

People, network and self-leadership – create and deliver authentic leadership behaviour

- Seek out feedback on own performance; respond proactively and make appropriate changes.
- Engage with the team to model behaviours including resilience, flexibility and persistence in changing and challenging environments.
- Develop and strengthen new and existing relationships across the business; support business objectives and make recommendations.
- Take responsibility for identifying development needs of your own staff through authentic performance conversations.
- Hold yourself and others to account when behavioural expectations are not met.

+1 Job Specific Technical Capabilities

- Researches, maintains knowledge of, interprets and applies relevant legislation.
- Provides advice and interpretation within technical or specialist area.
- Applies comprehensive knowledge of the technical field to address complex matters and/or undertake thorough analyses.
- Uses current methods or tools to explore and resolve complex issues.
- Finds and shares new ways to analyse and present information.
- Shares specialised knowledge and experience with others and assists others to develop technical skills and locate relevant information.

The above does not apply to IPRD Trainees. For Trainee expectations refer to IP Rights Learning and Development Manual