



**Australian Government**

**IP Australia**



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

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<b>Position Title:</b>	IT Specialist: Cyber Security Advisor
<b>Classification:</b>	EL1
<b>Position Number:</b>	6722
<b>Tenure:</b>	Ongoing
<b>Duration:</b>	Permanent
<b>Section:</b>	Office of the CIO
<b>Group:</b>	Innovation and Technology
<b>Division:</b>	Policy and Corporate
<b>Location:</b>	ACT
<b>Immediate Supervisor:</b>	Executive Level 2
<b>Security Classification:</b>	NEGATIVE VETTING Level 1

### Group Responsibilities

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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

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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

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The Cyber Security Advisor is an individual who is responsible for the development and implementation of Information Security Policy and standards at IP Australia. They will ensure a risk managed and compliant ICT environment through a modern hybrid-cloud based cyber security strategy.

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 working closely with Cyber Security Operations to conduct 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 Cyber Security Advisor will work closely with the Agency Security Advisor (ASA), the Enabling Technologies Platform Owners, Governance\Risk & Assurance Officers, Agency Risk Advisor, Architects, and the IP Australia CISO to ensure comprehensive and PSPF compliant security documentation is established and maintained.

## Position Specific Duties

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As a Cyber Security Advisor, you will be expected to manage these primary responsibilities:

- The security posture of the organisation and provide strategic proposals, relevant to the capability and resourcing of IP Australia's Information Technology Group.
- Works with the Essential 8 and IAM sprint teams to understand the threat landscape of our Agency and developing achievable actions to mitigate/harden our vulnerabilities.
- Document and analyse risks using the Information Security Manual (ISM) control framework and provide certification documentation (Systems Security Plan and Authority to Operate) for accreditation by the Chief Information Security Officer (CISO).
- Ensure comprehensive and PSPF compliant security documentation is established and maintained.
- Ensure a strategic and integrated approach to cyber-security practice and functions, with a focus on information management, staff development and risk-based decision making.
- Work collaboratively with a variety of internal Technology Domain Specialists in order to build Cyber Defensive capability.
- Maintain security by participating in and auditing systems to ensure compliance to standards, policies, and procedures.
- 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.

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

- Regulatory requirements of the Protective Service Policy Framework (PSPF) and IT Security Standards and controls of the Information Security Manual (ISM).
- 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.

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

## Eligibility Qualifications / Knowledge Required

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**Mandatory:**

- Tertiary qualifications in information management, computer science, information systems, Cyber Security, or equivalent experience.
- Certified Information Security Manager (CISM) and / or Certified information Systems Security Professional (CISSP).
- Demonstrated capacity to provide timely, compelling, and concise advice to inform executive members and senior management to support decision making.
- The ability to obtain and maintain Negative Vetting 1 security clearance.

**Additionally, it would be desirable to have a combination of:**

- Information Security Registered Assessors Program (IRAP).
- SANS specific security training.
- Demonstrated experience in working collaboratively to achieve high performance and meet organisational and business outcomes.
- Demonstrated experience in risk management, policy, and strategy development.
- Demonstrated experience in a government context.

- Experience with hybrid-multi-cloud agency environments.

## Contact Officer

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For further information pertaining to this job please contact Debbie Percival on 02 6283 2793

## Working at IP Australia

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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.



- **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

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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.





## Capability Framework – relevant to Executive Level 1



### Agility and innovation – lead and empower a culture of agility and innovation

- Independently or collaboratively develop new insights, solutions and recommendations for complex situations.
- Regularly scan the horizon and undertake research and analysis where appropriate to anticipate and address issues, identify opportunities, innovative methods, trends, capabilities and products.
- Select the most effective solution for the benefit of the organisation and effectively communicate the benefits and risks to the decision-maker.
- Lead the team to adapt and participate in change activities to contribute to business group outcomes.
- Be accountable for behaviours consistent with embracing change and new ideas.



### Customer centric – lead and empower a culture of quality customer service

- Actively engage internally and externally where relevant to improve outcomes for customers.
- Actively engage with customers to ensure equitable access to services.
- Monitor customer service and service delivery functions, including anticipating and identifying customer service needs, collecting evidence to inform decisions, and implementing solutions that deliver quality customer centric outcomes.
- Promote, lead and embed customer centric behaviours within a team environment.



### Data literacy – lead and empower appropriate use and creation of data

- Effectively and appropriately obtain and use data to lead the team to meet business group outcomes.
- Demonstrate a clear understanding of IP Australia's frameworks that guide data use and the broader context in which data is managed in the APS.
- Demonstrate the ability to plan, identify opportunities and understand how data can be improved to align with the strategic direction.
- Identify key stakeholders and understand how the data will be used to inform decision-making.
- Ensure that systems are in place to protect the privileged use and integrity of the data.



### Engages with risk – lead and empower positive risk behaviour

- Lead an environment where staff are empowered to have open communication about risk that leads to IP Australia's target risk culture.
- Have a sound understanding of IP Australia's risk management framework to ensure that risks are defined, documented, communicated and managed.
- Understand and manage risks within span of influence, including those managed by staff.
- Provide and encourage an environment where risk-taking is supported within clear boundaries.



### People, network and self-leadership – lead and empower authentic leadership behaviour

- Lead and develop the team through mentoring and guidance; recognise and reward achievements and behaviour.
- Lead the team by building trust, encouraging conversations about change and challenging environments, and model behaviours including resilience, flexibility and persistence.
- Develop and strengthen new and existing relationships across the APS and IP Australia; represent IP Australia in various fora where appropriate.
- Cultivate and promote strong relationships to support business objectives and decision-making.
- Actively seek out feedback on own performance; respond proactively and make appropriate changes.

## +1

### Job Specific Technical Capabilities

- Maintains a high level of knowledge of relevant sources, standards, frameworks, policies, guidelines, legislation and best practice models.
- Provides technical guidance on complex problems to colleagues, particularly where there is no clear or definitive course of action.
- Applies expertise and leadership to the development and promotion of new standards, tools or products.
- Develops others by sharing specific technical expertise with the broader agency.
- Recognises complex technical risks and escalates appropriately.