



Role Description

Title:	Cyber Security Analyst	Location:	Toowoomba Catholic Schools Office
Reports to:	Manager: IS Operations	Classification:	Professional Officer Level 4
Directorate:	Finance, Infrastructure, and Information Services	Tenure:	Permanent, Full Time

1. Purpose

Reporting to the Manager: IS Operations, the role of the Cyber Security Analyst (CSA) works within the Information Services Operations team and the wider department to provide technical expertise in all areas of network, system, and end-user application security. The CSA will collaborate on both project and operational activities to ensure that there is an emphasis on robust, effective security and risk management controls when designing, implementing, and operating networks and systems.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- tertiary qualification in Information and Communication Technology (ICT) with a Cyber Security focus, or a minimum of 5 years' experience supported with equivalent industry recognised training and certifications
- demonstrated experience of implementing The ASD Essential 8 Maturity model or similar industry standard models
- thorough working knowledge of Microsoft's enterprise technology platforms, including Azure, Windows server and desktop operating systems, M365 and Intune
- technical knowledge of enterprise-class technologies such as firewall, routers, switches, wireless access points, VPN's and desktop and server operating systems
- working experience with the following technology vendors such as CrowdStrike, Fortinet, Sophos, Veeam and Microsoft
- knowledge of Australian Privacy Principles
- knowledge of ISO +27001
- effective problem solving and critical thinking skills
- effective relationship building and influencing skills
- a current Class C driver licence and the willingness to travel

Desirable

- experience of multiple industry sectors including education and not for profit
- a current working with children check (Blue Card), or the willingness and ability to obtain one prior to commencement
- experience of presenting technical concepts to a non-technical audience
- experience of influencing technical change

Key result areas

- 3.1 contribute to the operational, tactical, and strategic effectiveness of Diocese of Toowoomba Catholic Schools (TCS) IS cyber security strategy
- 3.2 collaborate and communicate with others to ensure that high professional standards are met
- 3.3 contribute to and promote the development, alignment, attainment, and review of strategic goals for TCS
- 3.4 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

3. Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5. Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

Cyber Security Analyst

3.1 As a key member of the IS Operations Team, the Cyber Security Analyst plays a vital hands-on role to ensure a robust and fit for purpose cyber security posture is implemented and maintained across Toowoomba Catholic Schools

- proactively monitor the IT environment to detect and implement steps to mitigate cyber-attacks
- provide technical expertise regarding security related concepts to the IS division and the wider organisation
- review, investigate and respond to real-time alerts within the environment and where appropriate, recommending strategic improvements to address an identified underlying root cause
- provide incident response support and manage business as usual support requests and incidents to resolution
- periodically reviewing TCS information security management policies to ensure the efficiency and effectiveness of the information security controls infrastructure, recommending improvements where necessary
- preparing information security policy communications, ensuring their compliance with approved policy, and submitting them for formal approval to the Chief Information Officer for use throughout TCS for training, briefings, newsletters, and communications
- manage, administer, and maintain all security platforms
- monitor online security related resources for new and emerging cyber threats
- assess new security technologies to determine potential value and benefits for TCS
- conduct vulnerability assessments of TCS systems and networks
- oversee periodic penetration testing activities conducted by 3rd party vendors

3.2 Collaborate and communicate with others to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

3.3 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the Finance, Infrastructure, and Information Services directorate to achieve the strategies set out in the TCS Strategic Plan and integrated strategies
- participate fully in annual goal setting, monitoring, and review of performance in collaboration with the Manager: IS Operations Manager
- attend professional development and team days as appropriate
- document and report on the progress of initiatives in the TCS Strategic Plan and integrated strategies as required

3.4 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment