

# Candidate pack

## IT Security Manager

Executive Level 2

\$143,877 to \$170,198 plus 15.4% superannuation

Full time, Ongoing/Non-Ongoing

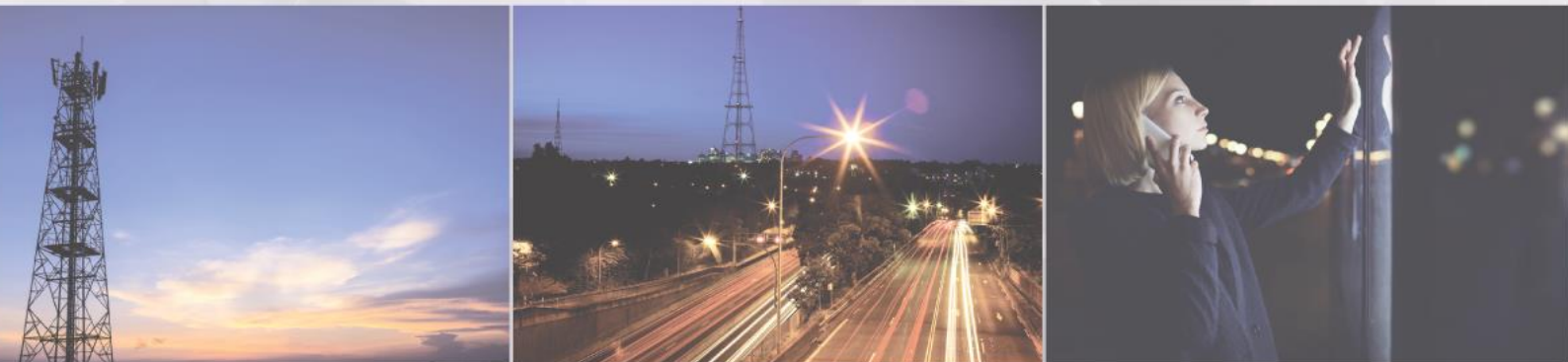
Location: Canberra, Melbourne, Sydney

Division: Corporate and Research

Reference: 2213-2026-1

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**Applications close: Sunday, 26 April 2026 at 11.59pm AEST**



## About the ACMA

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

We have a wide and varied remit that includes:

- management of the radiofrequency spectrum
- monitoring industry compliance with broadcasting content rules
- helping to protect telco consumers
- reducing scams, spam and other unsolicited communications, and
- minimising gambling harms.

We undertake this work through a range of education, investigation and enforcement activities.

We also facilitate industry innovation and performance, supporting competition and technological advancement that benefits business, the economy and the Australian community.

Any given day at the ACMA is likely to involve connection and collaboration with people in your own team and other teams, keeping on top of interesting and fast-moving topics, thinking creatively about how to solve problems and improve the way we do things, and demonstrating initiative and a 'can-do' approach. We are never too busy to offer and provide support to each other.

To find out more about the ACMA visit [www.acma.gov.au](http://www.acma.gov.au)

To find out more about working at the ACMA visit [Careers | ACMA](#)

## Who we are

The **Corporate and Research Division** partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting research and data, digital and technology services, human resources, communications, and governance services.

The **Digital and Technology Services Branch** provides leadership in the design, development and operation of digital and technology services for the ACMA and its stakeholders. The Branch works in a partnership model with all ACMA divisions to ensure their unique technology requirements are fit for purpose. The Branch provides a full-service model that incorporates all Digital and Technology functions. This includes ICT security, first contact customer service, information management and digital literacy, maintaining ICT system availability and operations, project management and governance services. The Branch provides architectural approval and authority to operate over the systems used by the ACMA.



The **ICT Security Section** is responsible for supporting the operation of secure and trusted systems by:

- proactively managing the agency's cybersecurity landscape
- implementing, managing and monitoring fit-for-purpose security tools
- maintaining awareness and integrating with whole-of-government security frameworks
- supporting and advising ACMA staff to understand their security responsibilities.

The ICT Security Section is a key advisor to the Chief Information Security Officer (CISO) and Cybersecurity Steering Committee. The Section actively supports the CISO to undertake a range of functions for which they are accountable, including developing and maintaining risk, compliance and system accreditation registers. The Section is also responsible for ICT and cybersecurity operations, working collaboratively with a broad range of key internal and external stakeholders and service providers to drive and deliver security outcomes through program, project and business as usual activities.

## About the role

The **IT Security Manager** leads the ICT Security Section in the Digital and Technology Services (DTS) branch and reports to the Chief Information and Digital Officer/Chief Information Security Officer. They are responsible for managing the IT Security team, leading the implementation of the Cybersecurity Strategy, and overseeing and providing security advice for a range of IT Security initiatives delivered across several programs, including project and business-as-usual activities. The IT Security Manager develops and maintains the ACMA's Cybersecurity Strategy and Action Plan, Information Security policy framework and settings and oversees a small IT security operations team.

In this role you will:

- lead Cybersecurity Strategy implementation and maintain the Cybersecurity Action Plan
- develop and maintain organisational information and cybersecurity policies and processes
- hold the formal role of IT Security Advisor (ITSA) reporting to the CISO
- manage technologies to detect and respond to cybersecurity threats
- lead the response to cybersecurity events and incidents
- oversee security governance, risk and compliance activities
- maintain situational awareness and proactively respond to developments in the security landscape, including maintaining contemporary knowledge of industry best practice and Australian Government security policies and frameworks such as the PSPF, ISM and Essential Eight
- develop and maintain collaborative relationships with a broad range of internal and external stakeholders and service providers and ensure effective and sustainable security outcomes
- provide advice and specialist cybersecurity expertise to the business, to enable business outcomes that adhere to security policy and align with strategic security objectives.



## Our ideal candidate

We are seeking a highly motivated and experienced cybersecurity professional looking to make a difference in a small agency and who is comfortable with a large amount of autonomy in managing information and cybersecurity matters.

Candidates that enjoy a diverse technical environment will appreciate the opportunity to learn about and work across the range of systems operated by the ACMA across our hybrid environment.

EL2 Managers are a key leadership cohort at the ACMA. They manage staff and corporate accountabilities, provide their expertise and support Executive and General Managers to deliver on strategic and operational priorities.

The ideal candidate will have the following:

- Minimum 5 years' experience working within the Government ICT Security context
- Demonstrated leadership of governance, risk, and compliance practices
- Highly developed communication skills relevant to committee and senior stakeholders
- Strong interpersonal skills and the ability to engage authentically with stakeholders on complex issues
- Leadership and mentoring experience covering a technical workforce
- 8+ years of experience in IT and cybersecurity.

Desirable Qualifications:

- Tertiary qualifications in ICT or a related field
- Industry based security qualifications.



## What can you expect from us?

ACMA offers a dynamic and interesting working environment where you will be working with great people who are dedicated to providing effective communication and media services to the community.

We are a values-driven culture where you can be purposeful, curious and questioning, and collaborative, allowing you to keep being you. Through our commitment to these values, we maintain a fulfilling and supportive environment that promotes the wellbeing of our people.

We invest in our people and want to support you to do your best work every day, so you will have access to learning and development programs, flexible working arrangements, competitive employment conditions and a safe and open office environment.

Other benefits include:

- competitive salaries increasing yearly, refer to the [ACMA Enterprise Agreement](#), plus superannuation contributions of 15.4%. Potential salary matching or negotiation of an individual flexibility agreement for the right applicants
- generous leave provisions including 4 weeks annual leave each year (pro rata for part-time employees) with the option to purchase additional leave, paid office shutdown period between Christmas and New Year's Eve, 20 days personal leave each year (pro rata for part-time employees), up to 18 weeks paid parental leave and cultural leave
- access to salary packaging.

## What we offer you

We offer competitive conditions and excellent benefits:

- **Make a difference:** Make a positive contribution to the Australian people and community, as Australia's communications and media regulator
- **A great team:** Join a collaborative and collegiate workforce that fosters life-long connections, supportive supervisors and access to our leadership, to deliver shared goals
- **Grow your career:** We value the skills and experience our staff bring to the ACMA and are committed to their further development. Our unique breadth of work provides diverse professional and mobility opportunities that enable growth and progression
- **Flexibility and balance:** We promote a healthy work/life balance with flexible conditions and provide a culturally supportive environment that supports caring responsibilities so staff can remain engaged at work
- **Health and wellbeing:** We are committed to the health and wellbeing of our staff and our leadership lead by example. We extend services that enhance and promote physical health, mental health and social wellbeing to benefit you and your family
- **Centralised offices and lifestyle:** With options to be in our Canberra, Melbourne or Sydney offices, staff are in close proximity to cafés, dining, retail facilities, public transport, childcare centres and gym and fitness options
- **Conditions:** Competitive benefits, plus 15.4% superannuation and options for cultural



leave, primary (18 weeks) and secondary (14 weeks, increasing to 18 weeks by 2027) parental leave and the ability to purchase additional leave.

## What our staff say

*'There are genuinely good people here who want to make a difference in their work and do good work for Australian people.'*

*'We have a dynamic and diverse remit with supervisors who create opportunities for growth and learning new skills.'*

To find out more about working at the ACMA including what our staff say, visit [Working with us | ACMA](#)

## Eligibility

To be eligible for employment with the ACMA, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a **Negative Vetting 2 security clearance** or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

## Use of merit pools

Suitable candidates may be placed in a merit pool, and the pool may be used to fill similar vacancies anywhere in Australia.

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles. Applicants are asked for their consent to share this information as part of the application process.



## RecruitAbility

All of our roles are advertised under the RecruitAbility scheme which is aimed at attracting and developing applicants with disability and also facilitating cultural changes in selection panels and agency recruitment.

Job applicants can be advanced to the next stage of the selection process where they:

- opt into the scheme
- declare they have a disability, and
- meet the minimum requirements of the advertised vacancy.

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#).

## Integrity

The Australian Public Service (APS) has a unique and privileged role in serving the Australian community. APS employees support the development and delivery of policies, services, regulation, and initiatives that affect the lives of all Australians. APS employees are trusted to act in the best interest of the Australian community. The integrity of the APS - its employees, systems, and practices - is fundamental to maintaining this trust.

The ACMA expects all staff to promote, model and uphold the APS and ACMA Values, and be committed to public service integrity. Integrity at the ACMA is based on a foundation of robust, transparent, honest, and ethical behaviour and decision-making.

In our role as a regulator and independent Commonwealth statutory authority, it is critical that we employ and model a pro-integrity culture in every aspect of everything we do, both internally and externally.



## How to apply

If you think your skills and abilities match the requirements of the job and this sounds like the opportunity you are looking for, we want to hear from you.

Our [online careers portal](#) will guide you through the application and submission process.

Your application will need to include:

- your resume of no more than four pages, and include:
  - your full name, contact email and mobile number
  - details of any relevant education and qualifications
  - work experience starting with your most recent employment, including responsibilities and achievements. Indicate dates and explanation of any gaps in time
  - other relevant experience.
- the contact details of two referees, including your current supervisor.
- a 750-word cover letter outlining how your skills, knowledge, qualifications and experience make you the best person for the job.

Tell us why you are the right person for the position. We want to know:

- why you want to work in this role
- how your skills, experience and qualifications can benefit us
  - try not to duplicate information in your resume but highlight specific examples or achievements that will demonstrate your ability to perform the role.
  - you may like to structure your examples using the problem, action, result (PAR) method:
    - **Problem (situation/issue):** Describe a specific problem, situation or issue that occurred where you had the chance to demonstrate your skills
    - **Action:** Outline the action you took to address or resolve the problem
    - **Result:** Detail the outcome of your actions, including what you learned, what you might do differently, and how the result impacted your organisation or team
  - you do not need to use a different example for each of the skills required in this role, you could use one example that covers several of the skills we seek.



## Privacy statement

The Australian Communications and Media Authority (ACMA) and the Office of the Australian eSafety Commissioner (eSafety) comply with the *Privacy Act 1988* (the Act).

The ACMA and eSafety comply with the Act in the collection, handling, use and disclosure of personal information. The personal information we receive in the application process is collected to assist us to determine your suitability for selection for an advertised vacancy and will not be disclosed for other purposes unless we have your informed consent or we are otherwise permitted or required to disclose that information by law. Recruitment details, including resumes, can only be accessed by the candidate or by ACMA or eSafety staff or contractors in relation to the relevant recruitment and selection activity. For example, only the recruitment officers, professional scribe, selection committee members and designated administrative staff who are conducting the selection process can access your recruitment details. Selection committee members can only access data relating to the recruitment action they are currently processing. At times the ACMA or eSafety may engage a professional recruitment agency or other APS employees external to the agency to assist in the recruitment process. These members can only access the information as part of the recruitment process.

In some cases, an Order of Merit or Merit Pool may be created and used to fill similar roles at the ACMA or eSafety or other Australian Public Service (APS) agencies within 18 months from when the original vacancy was advertised. If placed on an Order of Merit or Merit Pool, and with your consent, your personal information may be shared within the ACMA or eSafety or another APS Agency looking to fill a similar vacancy.

Click here to view the ACMA's Privacy Policy: [Privacy policy | ACMA](#)

Click here to view the eSafety Commissioner's Privacy Policy: [Privacy | eSafety Commissioner](#)

