



## Executive Level 1 Cybersecurity and Assurance Manager

\$119,133 to \$141,953 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC

# WE CARE: IT'S WHAT SETS US APART.



**OFFICIAL**

Position Detail	
Job Reference	VN-0753330
Classification	Executive Level 1
Employment Status	Ongoing vacancy  A merit pool may be created and used to fill similar ongoing or non-ongoing vacancies
Hours	Full time
Group	Corporate
Team	Technology and Information Management
Unit	Cybersecurity and Assurance
Location	Canberra ACT, Melbourne VIC
Selection Process	<p>Please apply through <a href="#">Comcare's Current Vacancies website</a>, providing a statement of claims with your response outlining what you could bring to this position including your skills, experience and knowledge relevant to the below job specific capabilities on page 4 and the role (maximum 2 pages).</p> <p>Our competitive merit process can take approximately six weeks, covering shortlisting, interviews, references, and offers. Processes may also include psychometric testing and a written assessment.</p> <p>We welcome candidates from within or outside of the Australian Public Service to apply. The Australian Public Service Commission has provided guidance which may assist with your application: <a href="#">Cracking the Code</a>.</p>
Eligibility and Specific Conditions of Employment	<ol style="list-style-type: none"><li>1. Australian citizenship.</li><li>2. Character clearance (Australian Criminal History Check).</li><li>3. Employee Health Declaration.</li><li>4. Six months probationary period for new engagements.</li><li>5. Ability to obtain and maintain a Negative Vetting 1 Security Clearance.</li></ol> <p>For information on conditions of employment, please go to <a href="#">Working at Comcare</a>.</p>
Applications Open and Close	Friday, 17 January to Sunday, 9 February 2025 11:59pm (AEDT)
Contact Officer	Please contact <a href="mailto:Recruitment@comcare.gov.au">Recruitment@comcare.gov.au</a>

### **Team and Role Overview**

The Technology and Information Management team maintain Comcare's Information, Communication and Technology (ICT) infrastructure and provide strategic leadership, governance, solutions and advice for the effective management of information.

The Cybersecurity and Assurance team within TAIM is dedicated to safeguarding Comcare's information assets and ensuring compliance with cybersecurity and information management standards. The Cybersecurity and Assurance team's mission is to protect the integrity, confidentiality, and availability of Comcare's data and systems through proactive risk management, robust security measures, and effective governance practices.

The Cybersecurity and Assurance Manager is responsible for leading and managing the Cybersecurity and Assurance team, Comcare's cybersecurity initiatives and assurance activities including information management. This role ensures the protection of Comcare's information assets and compliance with relevant cybersecurity standards, frameworks and regulations. The manager will oversee the development and implementation of security policies, conduct risk assessments, manage incident response efforts, and ensure effective ICT risk management and information management practices.

### **Primary Responsibilities:**

1. Lead a team in the development and implementation of cyber security strategy, framework, policies and guidelines; and oversight of improvement to Comcare's Essential 8 maturity, ensuring compliance with relevant cybersecurity regulations and standards, including the Australian Government Information Security Manual (ISM) and Protective Security Policy Framework (PSPF), and best practices.
2. Provide expert strategic and technical cyber security advice and recommendations to decision makers ensuring compliance in a complex and changing environment.
3. Ensure proactive risk assessments and vulnerability assessments are conducted regularly to identify, analyse and mitigate risks and weaknesses. Monitor emerging cybersecurity threats, trends, and technologies including regular participation and collaboration with other agencies and departments to ensure continuous improvement to Cyber posture.
4. Identify, assess, and manage ICT risks to ensure the integrity, availability, and confidentiality of information systems.
5. Lead incident response efforts, including investigation, containment, and remediation of security incidents.
6. Manage and oversee security awareness training, capability uplift and awareness programs at the organizational level.
7. Work closely with internal and external stakeholders (including vendors) to enhance Comcare's cybersecurity posture, with a customer-centric approach to decision-making.
8. Prepare and present regular operational and strategic reports on cybersecurity status and activities to senior management to provide ongoing visibility to executive on Comcare's Cybersecurity posture.
9. Information Management: Oversee the management of information assets, ensuring compliance with information management policies and standards, and promoting best practices in data governance and information lifecycle management.

### **Job Specific Capabilities**

1. Develop and implement comprehensive cybersecurity strategies and frameworks.
2. Expertise in conducting risk assessments, identifying vulnerabilities, and implementing mitigation strategies.
3. Lead incident response efforts, including investigation, containment, and remediation of security incidents.
4. Extensive understanding of information management policies, legislative frameworks and standards, ensuring compliance and promoting best practices in data governance, including information asset management.
5. Communicate and influence complex security concepts to non-technical stakeholders effectively.

### **Qualifications and Experience**

#### **Mandatory:**

- Bachelor's degree in information technology, Cybersecurity, or a related field; or equivalent experience.
- Demonstrated experience in Microsoft security tools, cloud technologies, firewalls and intrusion detection tools and systems.
- Minimum of 2 years of experience in a cybersecurity role, with at least 5 years in a management or leadership position.

#### **Highly Desirable:**

- Cybersecurity management experience within a government or large organisation.
- Relevant certifications such as CISSP, CISM, or equivalent.

## Who we are

For over thirty years, Comcare has been the national authority for work health and safety, and workers' compensation.

- **Our purpose** is to promote and enable safe and healthy work, and to minimise the impact of harm in the workplace.
- **Our mission** as a sector leader is to enhance workplace safety, prevent injury, and foster early intervention. We administer a workers' compensation scheme covering over 860,000 employees across multiple industries.
- **Our stakeholders** are central to our purpose. We partner with employees, employers, and service providers to tailor our services to their specific needs.
- **Our workforce** is flexible, diverse, respectful, and professional. We take an insight-driven, evidence and risk-based approach to our work. Comcare cares about the health, safety and wellbeing of its employees and making impactful change.

By joining Comcare, part of the Australian Public Service (APS), you will enjoy the benefits of being part of a culture which is focused on making a positive impact on the health and safety of Australians.

We demonstrate our dedication to your well-being, through a range of conditions and benefits and will actively support your pathway to career growth. We recognise that flexibility applies to all roles to assist with maintaining a positive work/life balance, however, not all types of flexible working arrangements will be suitable for all roles or circumstances, but include access to part-time work, flex-time, hybrid home/office work arrangements.

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**We care about making an impact.**

Make a meaningful contribution to the health and safety of workers nationwide. Our experienced workforce are pioneers of safe work initiatives, including strategies to address psychosocial hazards.

- *We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work.*



**We care about you.**

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background.

- *All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.*
- *Generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.*



**We care about each other.**

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance.

- *Flexible work for your life balance including work from home and office arrangements, and flexitime for employees up to and including the APS6 level.*



**We care about growing your career.**

We champion a culture of development, offering on-the-job training, support for studies, and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

- *Investing in your career development through a range of learning options, from on-the-job training, formal training courses, support for continued professional development, up to \$5,000 per year in study assistance, as well as coaching, mentoring, and opportunities to make a difference through various working groups.*



**We care about recognising your contribution.**

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements.

- *Annual CEO Awards recognising outstanding achievements.*

### **RecruitAbility Scheme**

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.



### **How do I opt into the RecruitAbility scheme?**

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

### **Reasonable adjustments**

We provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

### **Diversity and Inclusion**

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

If you require any special arrangements to be made for assessment, please indicate this in your application and a member of the selection panel will contact you.

### **Merit Pool**

A merit pool of suitable applicants may be created which can be used to fill future similar vacancies should they become available over the next 18 months.