**Position Description**



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| **Position Title** | Lead IT Security Consultant |
| **Group/Portfolio** | Digital Solutions |
| **Classification** | Individual Contract |
| **Position Number** | 00062864 |
| **Reports To** | Lead IT Security Consultant |
| **Employment Type** | Fixed Term |

1. Position Purpose

Digital Solutions is a value-driven strategic IT partner focused on delivering leading digital experiences for our Students, Colleagues and Community. We work within a contemporary operating model and are modernising our technologies and ways of working to create value and build a digital future for Griffith.

The Lead IT Security Consultant provides strategic advice and direction to product teams and Solution Architects to ensure proposed architectures and technology solutions address the University’s information security and compliance requirements. They have accountability and serve as the senior responsible information security expert and trusted advisor to partners across Digital Solutions and the University; be responsible for the IT security reviews of high-profile solutions and architectures; and play a key role in the realisation and delivery of the Digital Master Plan, triage and coordination of emergent IT security requests. As a key member of the Cyber Security Centre of Expertise, the Lead IT Security Consultant will stay abreast of current and emerging security trends and will actively contribute to the continual improvement of Security Architecture frameworks, methods, and tools.

1. Eligibility Requirements
   * Relevant postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training in Cyber Security and/or IT Security Architecture.
2. Key Responsibilities
   * **Security administration**. Develops policies, standards, processes, guidelines for ensuring the physical and electronic security of automated systems. Ensures that the policy and standards for security administration are fit for purpose, current and are correctly implemented. Reviews new business proposals and provides specialist advice on security issues and implications.
   * **Information security**: Develops and communicates corporate information security policy, standards and guidelines. Contributes to the development of organisational strategies that address information control requirements. Identifies and monitors environmental and

market trends and pro-actively assesses impact on business strategies, benefits and risks. Leads the provision of authoritative advice and guidance on the requirements for security controls in collaboration with experts in other functions such as legal, technical support. Ensures architectural principles are applied during design to reduce risk and drives adoption and adherence to policy, standards and guidelines.

* + **Information assurance:** Develops corporate information assurance policy, standards and guidelines. Contributes to the development of organisational strategies that address the evolving business risk and information control requirements. Drives adoption of and adherence to policies and standards through the provision of expert advice and guidance in order to ensure architectural principles are applied, requirements are defined and rigorous security testing is applied. Monitors environmental and market trends and pro-actively assesses impact on business strategies, benefits and risks.
  + **Specialist advice.** Actively maintains recognised expert level knowledge in one or more identifiable specialisms. Provides definitive and expert advice in their specialist area(s). Oversees the provision of specialist advice by others, consolidates expertise from multiple sources, including third party experts, to provide coherent advice to further organisational objectives. Supports and promotes the development and sharing of specialist knowledge within the organisation.
  + **Consultancy:** Manages provision of consultancy services, and/or management of a team of consultants. In own areas of expertise, provides advice and guidance to consultants and/or the client through involvement in the delivery of consultancy services. Engages with clients and maintains client relationships. Establishes agreements/contracts and manages completion and disengagement.
  + **Systems design**: Develops organisational policies, standards, guidelines, and methods for systems design. Champions the importance and value of systems design principles and the selection of appropriate systems design lifecycle models; whether predictive (plan-driven) approaches or more adaptive (iterative/agile) approaches. Drives adoption of and adherence to relevant policies, standards, strategies and architectures. Leads systems design activities for strategic, large and complex systems development programmes. Develops effective implementation and procurement strategies, consistent with specified requirements, architectures and constraints of performance and feasibility. Develops systems designs requiring introduction of new technologies or new uses for existing technologies.
  + **Penetration testing**: Coordinates and manages planning of penetration tests, within a defined area of business activity. Delivers objective insights into the existence of vulnerabilities, the effectiveness of defences and mitigating controls - both those already in place and those planned for future implementation. Takes responsibility for integrity of testing activities and coordinates the execution of these activities. Provides authoritative advice and guidance on the planning and execution of vulnerability tests. Defines and communicates the test strategy. Manages all test processes and contributes to corporate security testing standards.
  + **Methods and Tools.** Develops organisational policies, standards, and guidelines for methods and tools. Sets direction and leads in the introduction and use of techniques, methodologies and tools, to match overall business requirements, ensuring consistency across all user groups. Leads the development of organisational capabilities for methods and tools (including automation) to ensure adoption and adherence to policies and standards.
  + **Organisational capability development.** Develops and maintains a detailed knowledge of capability improvement approaches and techniques and selects

appropriate approaches for the organisation. Contributes effectively to identifying new areas of capability improvement within the organisation which may be enhancements to skills, technology or processes. Carries out capability improvement assignments, such as maturity or performance assessments to identify strengths and weaknesses. Selects and prioritises improvement opportunities, generates buy-in and plans improvement activities justified by measurable organisational benefits. Mentors and supports localised continuous improvement activities.

* + **Relationship management:** Leads the development of comprehensive stakeholder management strategies and plans. Builds long-term, strategic relationships with senior stakeholders (internal and external). Facilitates the engagement of stakeholders and delivery of services and change projects, acting as a single point of contact for senior stakeholders, facilitating relationships between them. Negotiates to ensure that stakeholders understand and agree what will meet their needs, and that appropriate agreements are defined. Oversees monitoring of relationships including lessons learned and appropriate feedback. Leads actions to improve relations and open communications with and between stakeholders.
  + Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
  + Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

1. Key Capabilities
   * Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework.](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework)