Cyber Security Senior Business Analyst

Executive Level -1

JOB REFERENCE NUMBER	16205
CLASSIFICATION	Executive Level 1 (SOGC)
GROUP	Data and Digital
PROGRAM	Cyber Security Centre
LOCATION	Melbourne
STATUS	Non-ongoing specified task for 18 months
WORKING HOURS	Full time
SALARY RANGE	$98,209 - $110,623, plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Thursday, 21 May 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	The successful applicant will be required to obtain and maintain a Negative Vetting 1 security clearance
CONTACT OFFICER	Mary Kelaher (CISO), (03) 8638 8241, Mary.Kelaher@bom.gov.au

ABOUT US

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific.

We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones.

Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focussed scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services.

We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

Our vision is…	to achieve our mission…	by focussing on…
To be an organisation of global standing, that is highly valued by the community for our pivotal role in enabling a safe, prosperous, secure and healthy Australia.	To provide trusted, reliable and responsive weather, water, climate and ocean services for Australia – all day, every day.	Impact and Value Operational Excellence Insight and Innovation The Bureau Way

To contribute to a future with zero lives lost through natural hazards

Contribute to $2 billion of added social and economic value to the Australian community by 2022.

WORKING AT THE BUREAU

The Bureau represents a dynamic and exciting opportunity. A role with the Bureau involves:

OUR WORK	OUR PEOPLE	OUR ENVIROMENT	OUR EXPIERENCE
Purpose-driven impactful work that brings real benefit to the Australian Community, businesses and industry.	A deeply passionate and highly skilled workforce that continuously challenges the status quo to achieve greater impact and experiences for our colleagues and customers.	A world class organisation with excellent workplaces in great locations, access to cutting-edge technology and a safe and inclusive environment for everyone.	A commitment to professional development and growth, backed by clear career pathways and training opportunities, and complimented by a competitive remuneration package.

POSITION OVERVIEW

The Cyber Security Senior Business Analyst (BA) reports to the Cyber Security Delivery Manager, Cyber Security Centre.

The Cyber Security Senior BA will have a proven track record in cyber security business uplift and will be responsible for gathering and documenting security requirements, reviewing assigned business processes to identify enhancements from end to end and addressing operational, people, financial and technology uplift and risk management.

ROLE RESPONSIBILITIES

The responsibilities of the role include but are not limited to:

1. Proactively manage key stakeholder relationships and work areas as required to define 'as-is' and 'to-be' enterprise security processes and initiatives.

2. Confirm with stakeholders the scope of security requirements (including business focused user stories) to establish a base line on which delivery of security processes and initiatives.

3. Where required, initiate communications between stakeholders and facilitating open communication and discussion on security processes and initiatives.

4. Analyse and research processes to determine security requirements through a range of structured research and analysis techniques including, but not limited to facilitated stakeholder workshops, surveys, client meetings and industry reference.

5. Identify and assist the development of remediation plans to resolve any inconsistent or unclear business processes and practices which could affect the success of enterprise security processes.

6. Take responsibility for ensuring traceability is mapped and agreed for all business benefits through to system requirements.

7. Contribute to organisational change through recommended improvements to existing enterprise security business processes, practices, procedures, information and organisation

8. Apply and utilise business modelling methods to ensure results oriented deliverables in a way that can be recreated and used as a corporate knowledge resource available to project level initiatives and executive decision.

9. Develop conceptual models of business processes utilising appropriate modelling techniques to develop end to end service.

10. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

SELECTION CRITERIA

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APSC Work Level Standard and Integrated Leaderships Systems for EL1 positions.

1. Proven experience as a Senior Business Analyst role or a role requiring business process analysis.

2. Prior experience and knowledge of business and security requirements for – cyber security maturity uplift – awareness, education and training, Security incident and Event Management (SIEM), Identity and Access Management (IDAM), edge and perimeter security, cloud security, network and application security.

3. Experience in business process reengineering/redesign.

4. Exceptional problem-solving capabilities with a focus on cyber security.

5. Experience in recording processes and requirements.

6. Experience working with senior level stakeholders.

7. High level written and oral communication skills and excellent organisational engagement skills.

8. Ability to work effectively with little supervision and as part of a team in the design, preparation and delivery of solutions.

9. Experience writing user stories and use cases for technology lifecycle delivery approaches.

10. Experience understanding business process dynamics and the change management.

11. Ability to demonstrate knowledge and/or experience with information security standards and best practices (e.g. ISO-27001, AS/NZS 4360, Australian Government ISM, NIST, OWASP, etc).

12. Understanding of the <u>Bureau's diversity and inclusion statement of commitment</u> and <u>APS Values and Code of Conduct</u>

MERIT POOL

The selection process will establish a merit pool that may be used to fill similar positions within 12 months

HOW TO APPLY

Applications can be lodged through BOMCareers.

Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria
- relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

The Bureau is an equal opportunities employer. We will support applicants with disability through our RecruitAbility Program and will provide reasonable adjustments such as access, equipment and other practical support at relevant stages of the recruitment process.

We recognise the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity and is described in our Diversity and Inclusion Statement of Commitment. We strongly encourage qualified applicants from diverse backgrounds to apply.

The Bureau offers flexible working options, reasonable workplace adjustments and an Employee Assistance Program (EAP). Should you have any questions or experience any difficulties with applying online, please contact the Recruitment Team on jobs@bom.gov.au or phone 03 9669 4401.

COVID-19 RESTRICTIONS

We understand there are unique and evolving challenges due to the current COVID-19 pandemic. The Bureau is responsive and making changes to ensure the safety of all candidates and our team.

Under the relevant legislation and guidance of the National Chief Medical Officer:

- Currently all interviews will be held via audio/video conference (across a range of platforms to accommodate personal requirements) unless otherwise advised.
- The successful candidate may be required to carry out the duties remotely for either a period or until otherwise advised.

ADDITIONAL INFORMATION

To find out more about the employment conditions at the Bureau, please refer to the Bureau of Meteorology Enterprise Agreement 2018.