



A NEW OUTLOOK FOR YOUR CAREER

Cyber Security GRC Specialist

Executive Level 1

JOB REFERENCE NUMBER	16200
CLASSIFICATION	Executive Level EL-1
GROUP	Data and Digital
PROGRAM	Cyber Security Centre
LOCATION	Melbourne
STATUS	Non-ongoing specified task 18 months
WORKING HOURS	Full time
SALARY RANGE	\$98,209 - \$110,623 plus an additional 15.4% superannuation
CLOSING DATE	11:30pm, Thursday 5 November 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	The successful applicant will be required to obtain and maintain a NV-1 security clearance
CONTACT OFFICER	Mary Kelaher, CISO Phone: (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, tsunamis 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.





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 EXPIERIENCE
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 Governance Risk and Compliance (GRC) Specialist reports to the Manager, Cyber Security Awareness and Assurance. This role has been established for 18 months – 2 years on a non-ongoing basis.

The Cyber Security GRC Specialist is expected to support the business in managing risk and meeting compliance obligations through a range of activities. The role requires experience in audit, governance and risk management, including across ISM accreditation / IRAP audit activity.

Knowledge and experience working with the ISM and the PSPF framework as applied to the Australian Government organisations is highly desirable.

ROLE RESPONSIBILITIES

Reporting to the Cyber Security Awareness and Assurance Manager, the responsibilities of the Cyber Security Governance, Risk and Compliance (GRC) will include, but are not limited to:

1. Contribute to the security risk management programs, working closely with all areas of the organisation to ensure the protection of information assets.
2. Provide advice on compliance with Protective Security Policy Framework (PSPF), ISM and the NIST Cyber Security Framework (CSF).
3. Conduct audit and assurance activities to drive control assessment to monitor adherence to various information security policy and standards.
4. Manage the annual security control testing, collate and report results against all applicable risk and maturity frameworks.
5. Manage tracking, maintaining, verifying and reporting non-conformance and corrective action/s as part of the assurance program of work.
6. Maintain Cyber Security Risk Registers to continuously track and drive mitigation and resolution efforts.
7. Undertake other duties as directed
8. 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

1. Understanding of a broad range of IT systems security concepts, trends and practices.
2. Knowledge and understanding of information risks, concepts, principles and industry standards relevant to information security risk management
3. Proficiency in the information security risk management discipline within relevant industry sector.
4. Proficiency in performing risk, business impact, control and vulnerability assessments, and in defining treatment strategies.
5. Technical understanding of the NIST CSF, business processes, security governance, audit compliance and risk assessment.
6. Ability to contribute to short, medium- and long-term planning and effectively promote ideas, and set goals and priorities in line with business objectives.
7. An excellent standard of verbal, presentation and written communication skills, including customer service and strong interpersonal skills.
8. The ability to effectively convey security risks to technical and non-technical stakeholders.
9. Demonstrated ability to effectively and efficiently prioritise workload, and consistently meet deadlines.
10. Understanding of the Bureau's diversity and inclusion statement of commitment and APS Values and Code of Conduct

Mandatory qualifications (if applicable):

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

CISM, CISSP and / or other accreditations or advanced post graduate qualifications will be looked upon favourably. Candidates who demonstrate a commitment to professional development and learning may be supported to undertake appropriate certifications to meet the requirements of the role.

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](#).