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| Program: | ICT Services |
| Location: | New Town based with travel throughout Tasmania |
| Reports To: | ICT Manager |
| Approved by: | Executive Director Administration and Finance, Archdiocese of Hobart |
| Version: | June 2023 |
| Full Time Equivalent: | 1 x FTE |
| Clearances Required | Working with Vulnerable People registration (Tasmania); National Police Criminal History Check |

Context:

The Archdiocese of Hobart ('the Archdiocese') is the expression of the Catholic Church in Tasmania. The Church Office is managed by the Executive Director and administers corporate services to parishes and Archdiocesan agencies such as CatholicCare Tasmania, Centacare Evolve Housing, St Joseph Affordable Homes, and Catholic Development Fund. Corporate support includes Financial Services, Property and Fleet management; Marketing and Communications, ICT Services, Compliance, and Risk, and People and Culture.

Organisational Environment:

ICT Services is responsible for the effective delivery of ICT systems, operations, security, infrastructure, and client services for all end-users within the Archdiocese of Hobart across Tasmania. This includes employees of the Archdiocese of Hobart, CatholicCare Tasmania, Centacare Evolve Housing, Parishes, and St Joseph Affordable Housing.

ICT Services are based in Hobart and support operations and staff across Tasmania. ICT employees use a variety of technical equipment and resources including specialised software and databases. Intra-state travel to offices around the state will be required on a scheduled or as-needed basis and may mean being away for periods of up to 3-5 days at a time.

Primary Objectives:

The ICT Compliance and security officer reports to the ICT Manager, utilising their effective communication skills, with the ability to prioritise and organise work and advise of innovations within areas of responsibility.

This position will assist with the coordination and implementation of ICT compliance and security of systems and networks across the Archdiocese of Hobart.

This role will be responsible for the provision and implementation of cyber security risk mitigations and maintenance of systems that contribute to the overall effective management and development of efficient ICT systems state-wide.

Work outside of core hours will be required for system maintenance or other ICT-related work. Some manual handling will be required.

Major Accountabilities:

Key Responsibilities

Actively contribute to the establishment and maintenance of ICT security operations to support the administration and service delivery needs of the Archdiocese and its entities:

- Assist with the development and implementation of an Information security management system framework across the Archdiocese.
- Assist with Implementing secure designs, efficiencies, and improvements for the delivery of operations, administration, and maintenance of Cloud, DataCentre, remote and multisite environment.
- Implement and administrator information security and compliance across Archdiocese systems and topology.
- Actively monitor network and information data systems and remediate system security issues identified.
- Regularly analyse security insights for IOC or IOA using approved tools, reporting findings and actioning accordingly to the ICT Manager.
- Assist with planning, development, and implementation of disaster recovery readiness and contingency plans.
- Advice and participate in technology teams/projects developing, configuring, and deployment of technology solutions.
- Provide expert advice and recommendations to the ICT Manager on security threats, technologies, risk levels and mitigation.

Compliance requirements of quality control activities:

- Assist in the development of security compliance documents.
- Document phases of system development including planning prior to undertaking a project or system testing; issues during implementation; configuration, deployment, and review of system performance after deployment
- Record all work to a set standard within relevant systems and within appropriate service agreements.
- Responsible for the accurate recording of documentation regarding configuration, testing, and support logs and ensuring timely response to stakeholders.

Personal accountability level:

- Works under general direction.
- Strong analytical problem solving, creative thinking, and organisational skills
- Friendly, professional customer service and support to all stakeholders
- Well organised and self-motivated
- Proactive approach to personal and professional development
- Promote and uphold the Identity and Mission of the Archdiocese of Hobart;
- Effectively model Archdiocese of Hobart values to colleagues, clients, and others;
- Uphold the Archdiocese of Hobart Workplace Behaviour Policy and professional standards in accordance with Integrity in the Service of the Church
- Adhere to Work Health and Safety (WHS) standards for a safe workplace; and follow all reasonable WHS directions provided in the completion of work

The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications, and experience normally expected from persons occupying jobs at this classification level.

Risk and Work Health & Safety:

The Archdiocese is committed to ensuring that our operations at all Agencies are conducted with proper regard for the health, safety, and wellbeing of all.

You are required to observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task, or person-specific or related to safety.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The Archdiocese of Hobart expects all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.



Selection Criteria

Essential requirements

- 1 Commitment to the identity and mission of the Archdiocese of Hobart; and a broad understanding of the operation of the Catholic Church in Tasmania
- 2 Essential background:
 - a. Relevant Tertiary Qualification in Computer Science, Information Technology or Cyber Security.
 - b. Minimum 5 years of demonstrable experience in implementing and administrating network, system, and security infrastructures for on-premises or Azure Hybrid Cloud environments.
 - c. Proficient scripting and automation skills
 - d. Demonstrated sound knowledge of security framework and implementation such as Essential 8 or ISO 27001:2022.
 - e. Proven technical experience of cyber security threat management ICT systems analysis, management, and diagnostics across various environments.
 - f. Demonstrated written technical skills documenting the planning, phases of work, and results
 - g. Relevant IT technical certifications e.g Security compliance Azure, Ethical Hacking.
 - h. Permanent work rights for Australia
 - i. Current Australian Driver's License
- 3 Excellent written and verbal communications skills
- 4 Proven ability to think logically and analytically in a troubleshooting and problem-solving environment
- 5 Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History, check satisfactory to the Archdiocese of Hobart and registration to Work with Vulnerable People (Tasmania).