

Position description

Cyber Security Coordinator

Summary information

Section	Digital Services	Directorate	Corporate Services
BCC number(s)	BCC2075	Position type	Permanent, full-time
Grade	Grade 19	Skill descriptor	Band 3 Level 4
Reports to	Chief Digital Officer	Direct reports	No
Approval limit	\$25,000	Release limit	\$0
Created/reviewed	August 2026		

Our values



Teamwork



**Customer
Focused**



Innovation



**Commitment
to Safety**

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible for protecting Council's computers, networks, information, and devices from malicious activity. This role will work closely with the Chief Digital Officer and other key stakeholders to identify and mitigate cyber risks, develop security policies and procedures, manage security incidents, implement cyber training, and increase awareness.

The position will be required to ensure all technology projects and changes consider and design in compliance and security as core deliverables. This role will work with stakeholders across the Council, including elected Councillors, executives and if required, constituents.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Degree qualification in Information Technology or a related field
- Strong knowledge of cyber security principles, best practices, and regulatory requirements
- Experience developing cyber strategy and implementing cyber security programs
- Excellent strategic, conceptual, analytical, and lateral thinking skills and demonstrated expertise in positively leading and influencing organisational change programs and projects particularly those related to cyber security
- Experience managing security incidents and conducting forensic analysis
- Strong project management skills and experience
- Excellent verbal and written communication skills, and the ability to communicate complex technical information to a diverse range of stakeholders.

Desirable:

- Relevant certifications such as CISSP, CISM, or CRISC.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Guided by Council's Cyber Security Strategy create a Cyber Security Framework for the Council.

- Develop and implement a comprehensive cyber security program that supports the Cyber Security Framework, aligns with industry best practices and regulatory requirements.
- Conduct risk assessments and vulnerability scans to identify potential threats and vulnerabilities and develop mitigation plans.
- Manage the deployment, monitoring, maintenance, and upgrade of security technologies such as firewalls, intrusion detection/prevention systems, and antivirus software.
- Lead incident response activities to mitigate security breaches or incidents and conduct forensic analysis to determine the root cause of security incidents.
- Develop and maintain relationships with key stakeholders such as auditors, vendors, customers, and regulators.
- Collaborate with business units to identify and manage risks associated with new technologies, business processes, or products.
- Lead compliance efforts to ensure compliance with regulatory requirements such as ACSC Essential 8, Cyber Security NSW 'Mandatory 25' and PCI-DSS.
- Develop and implement security awareness and training programs for employees, contractors, and partners.
- Participate in the development and implementation of disaster recovery and business continuity plans.
- Report regularly to management and the executive on the status of cyber security, potential risks, and emerging threats.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Working in a fast-paced environment and maintaining production of quality work within tight timeframes, occasionally with conflicting priorities.
- Taking an active approach to IT Security and Governance.
- Developing a Cyber Security Framework and program of work in a volatile and ever-changing digital landscape.
- Building strong working relationships with other senior leaders, including the Executive.
- Integrating IT Security with the rest of the Council, including alignment with the Council's strategy.
- Working with other business leaders to redesign governance business models.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: