



NDIS Quality
and Safeguards
Commission

Type of Arrangement

Temporary Transfer under S26
of the Public Service Act 1999

Duration

6 months

Closing Date

11/12/2024

APS Classification

Executive Level 1

Security Clearance

Negative Vetting 1

Office Arrangement

Flexible;Hybrid

Job Category

Info/Comm Tech (ICT)

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Assistant Director - Cyber Analyst



What you'll do:

Key duties of the role

The Cyber Analyst is responsible for implementing the information security strategy, driving governance and delivering cyber operations, threat intelligence, risk mitigation, security architecture and incident response. The Cyber Analyst is responsible for advising the Director on risk and security aspects of the NDIS Commission's IT environment, ensures security measures are conducted in a coordinated manner and plays a key role in ensuring the continuity and security of information in the agency.

Duties

1. conduct and coordinate regular security assessment, vulnerability scans, and penetration testing to identify and address potential risks promptly.
2. provide technical advice to internal and external stakeholders on matters related to infrastructure.
3. work with third party suppliers and provide advice and support for cloud-based solutions.
4. lead and participate in cross-functional projects to implement new technologies, solutions, or enhancements that align with the agency's goals and security requirements.
5. collaborate with Managed Service Provider or Third-Party vendors to manage the agency's ICT infrastructure, ensuring optimal performance, scalability, and reliability of systems and networks
6. monitor infrastructure components, contribute to the design of infrastructure, identify areas for improvements, and implement upgrades, new sites and expansions or enhancements as required.
7. ensure maintenance of infrastructure to required standards.
8. liaise with Managed Service Provider and Third-Party vendors to oversee the provision of back-of-house services, ensuring contractual obligations are met and service levels are maintained
9. ensure maintenance of ICT disaster recovery and business continuity

Skills and capability we need:

Capability requirements

The occupant of the position:

1. has a positive and contemporary attitude to people with disability

2. upholds exemplary standards of service to clients and stakeholders
3. uses excellent communication skills to provide advice and written guidance on complex issues
4. possesses strong project management skills with a focus on quality assurance and delivering outcomes
5. has demonstrated expertise in cloud architecture and network architecture.
6. has proven ability in infrastructure management, and technical leadership roles
7. has a strong understanding of the Commonwealth Procurement Rules and probity requirements together with a proven ability in managing contracted suppliers of outsourced IT services

What you'll gain from the experience:

An opportunity to take the lead in shaping the strategic direction, architecture, cyber security and effective management of information and technology resources within the NDIS Commission.

About our team:

ICT Governance and Assurance

The ICT Governance and Assurance team partners with NDIS Commission employees, government agencies and third-party suppliers. The team is responsible for shaping the strategic direction, architecture, security, and effective management of information and technology resources within the NDIS Commission. Its primary purpose is to ensure that ICT initiatives align with the NDIS and meet Australian Government requirements.

Additional information:

This Job is only open to Commonwealth Employees.

Contact Officer

Jordan Cachia

Contact Phone

jordan.cachia@ndiscommission.gov.au

Contact Email

jordan.cachia@ndiscommission.gov.au

Recruitment Portal Link

<https://ndiscommission.nga.net.au/?jati=BC78B413-FEFD-3B3D-8CD4-D>

Vacancy Number

VN-0752017

Agency Employment Act

PS Act 1999

