

Employment Information Package

CYBER SECURITY SPECIALIST

Position number: POS0142

Enquiries:

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Position: TEAM LEADER TECHNOLOGY SERVICES

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Application closing date: 3.00PM, THURSDAY, 29 MAY 2025

📍 Town Hall
18–28 St John Street
Launceston TAS 7250

✉ PO Box 396
Launceston
TAS 7250

☎ 03 6323 3000
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🌐 launceston.tas.gov.au

 **City of
LAUNCESTON**

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Address applications to:

Senior Leader People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

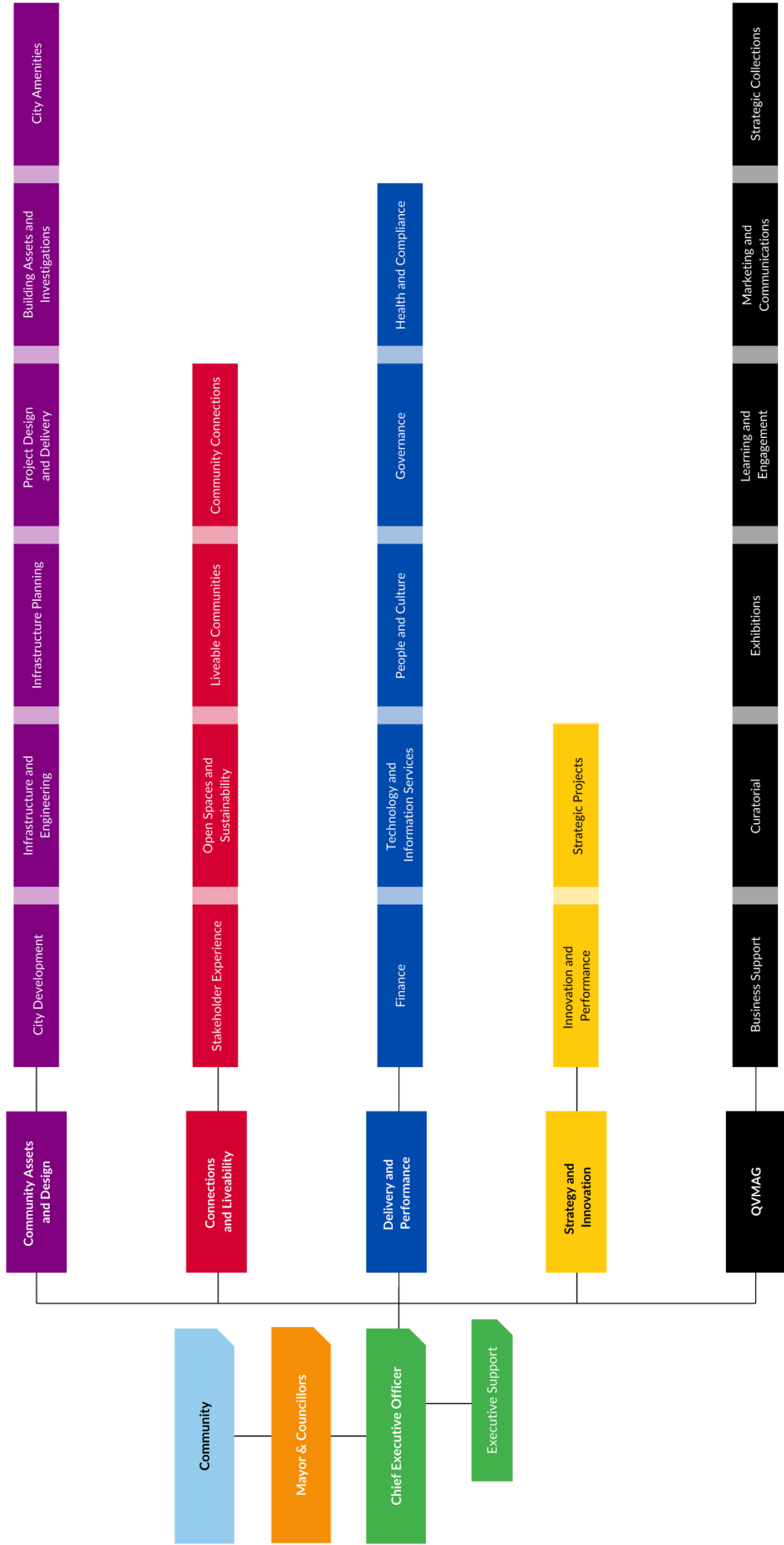


OUR VISION

Inspired people, working together to create the best outcomes for our community.

OUR PURPOSE

We are a progressive organisation, working with our community to create a positive future for Launceston.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Recruitment steps

1. Application received
2. Shortlisting
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston
5. Suitability determination and preferred candidate identified
6. Letter of Offer



General conditions of employment

Position title	Cyber Security Specialist
Employment terms	Permanent Full Time
Working pattern	19 Day Month
Total remuneration	<p>\$108,944 - \$123,996*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$94,528 - \$107,589</p>
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS0142
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POSITION TITLE:	Cyber Security Specialist
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	Vacant
TEAM:	Technology and Information Services
REPORTS TO:	Team Leader Technology Services
PREPARED BY:	Jason Quach
DATE:	02/05/2025

APPROVED BY:	
NAME:	Matt Gray
POSITION:	Senior Leader Technology & Information Services
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>The broad requirements of the position are to mitigate security threats to the organisation's IT network and systems, and provide technical administration of specific infrastructure, platforms, software and technologies.</p> <p>These include:</p> <ul style="list-style-type: none">• Technical level advice and recommendations; administration of threat management systems (firewalls, MS security stack etc.); monitoring and identification of threats; responding to and analysing security incidents; developing and maintaining processes; and promoting cyber security topics and educating employees across the organisation• Management, configuration and monitoring of externally accessible services, so as to maximise performance, security, stability and availability of the business applications that depend on them• Planning and/or supporting the delivery of discrete projects within the Technology Services team and more widely across the organisation• Provide higher level IT support services across the organisation• Business-as-usual. This includes request/incident resolution, IT infrastructure administration, networking and level 2/3 desktop support as required.

The Technology Services team is focussed on the provision of relevant, reliable and secure computing infrastructure and platforms to the organisation and the community. The incumbent of this position will actively participate in an environment of innovation, peer support, knowledge sharing and collaboration so as to contribute effectively within the Technology Services team and more widely across the organisation.

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback. Collaborative opportunities are sought across teams.
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
IT Systems Security & Risk Mitigation	Responsible for: <ul style="list-style-type: none"> • Provision of technical/specialist advice and recommendations in regards to IT security matters. • Management and monitoring of the organisation's IT security control and protection systems (e.g. firewall, event monitoring systems, anti-virus, web security and filtering). • Mitigation of threats. • Proactive research and monitoring of threats and control methods. • Incident response, analysis and rectification. • Auditing of infrastructure, platforms and software to identify security deficiencies (physical and logical) and recommend/execute action to address same. • Assessment of potential new applications or services and their operating environment. • Establishment of processes. • Promotion and education across the organisation. 	Relevant advice and controls in place for the CoL environment. The number of disruptive security breaches experienced by the organisation. The number of remediation actions identified as being required by 3 rd party audits. Timely notification, action, analysis and reporting of threats.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> Information Security policies applied and promoted. Identify the need for new or amended security policies and provide input and recommendations for same. Security testing (pen testing, phishing simulations etc). Compliance. Cloud security including 365 security and contemporary cloud platforms. 	
Speciality Applications	Responsible for: <ul style="list-style-type: none"> Planning and technical installation/implementation of new and upgraded non-corporate cloud/on-premise business applications (e.g. HR/Adobe Learning Manager, Waste Centre/iWeigh, amongst others); 	Installed and supported to meet business requirements.
Service Continuity	Responsible for: <ul style="list-style-type: none"> Incident analysis, solution identification and implementation within the domains of the role; Priority response and resolution of higher/wider impact incidents. Engaging other relevant internal and external resources when relevant. 	Timely and effective solutions. Service disruption length.
Network Security	Supporting role: <ul style="list-style-type: none"> Network security - design and administration. Information security processes. Web security and filtering. Collaboratively working with the Senior Networking Solutions Architect in the management of network security. 	Security of physical infrastructure is maintained at a practical level that is commensurate with risk. A collaborative and holistic approach to management of network security and threats is evident.
Organisational		
Business Relationships	Accountable for maintaining and building business relationships with City of Launceston partners, contractors and government agencies.	Great relationships with partners, contractors and government entities.
Technical Leadership	To provide mentoring, coaching and training to the members of the Technology Service Team.	Upskilling of peers within the team
Key Decision Driver	To provide high level advice as a key decision driver within the City of Launceston Technology Services for all Accountabilities as well as supporting aspects of the role.	Advice results in a meaningful contribution to the organisation while maintaining security and integrity of council infrastructure.

COMMON TO THE TECHNOLOGY SERVICES TEAM		
Service Delivery	<p>Responsible for:</p> <ul style="list-style-type: none"> Resolving Service Desk Level 2 & 3 requests and incidents. Providing support, advice and information across the organisation; relevant to the position and knowledge of the incumbent. <p>Supporting role in regards to the department's front line support service by:</p> <ul style="list-style-type: none"> Providing information and guidance to regular front line support staff. Provide a front-line support service on an occasional, as needed basis. 	<p>Meets Service Level Aims and the team's processes.</p> <p>Customer Service Survey.</p>
Provide technical/ specialist advice and recommendations to management and staff of the team.	Ensure that the infrastructure, platforms, controls and processes are relevant and fit for purpose, within the scope of the responsibilities of the position previously outlined.	Advice is relevant and correct in the context of the CoL environment and objectives.
Microsoft 365 Products/Services	Managing, administering and supporting the services.	Availability of functionality and support for same meets business requirements.
Infrastructure Operations	<ul style="list-style-type: none"> Core infrastructure monitoring. Backup monitoring, media management and data restoration. Testing failover / continuity processes. 	Alerts actioned or referred in a timely manner.
Research	<ul style="list-style-type: none"> Proactively and continually strive to identify new opportunities, technologies and solutions to support continual improvement. 	Initiatives and improvements identified and adopted.
Project Management	<ul style="list-style-type: none"> Manage discrete, up to medium scale and complexity projects. Adhere to recognised project management processes at a level that matches the scope and/or complexity of the project being undertaken. Assist with higher scale and complexity projects. Develop business cases, including options assessment and recommendations for approval by the workgroup and/or team manager. 	<p>Projects delivered on time, within budget and with a high-quality result.</p> <p>Evidenced by documentation and processes being visibly followed.</p>
Risk Management	<ul style="list-style-type: none"> Adoption of effective risk management practices and procedures. Support a culture of managing risk. 	Risk identified, assessed and mitigated.
Change Management	<ul style="list-style-type: none"> Apply the Team's change management procedures. 	Change managed in line with processes.

Documentation & Records	<ul style="list-style-type: none"> Establish and maintain documentation and records across all areas of responsibility in accordance with Team and organisational processes. 	Documentation and records developed and maintained accurately and in a timely manner.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <ul style="list-style-type: none"> (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
If yes, include in Selection Criteria table below	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
<ul style="list-style-type: none"> Information Security – Knowledge of current I.T. security risks and contemporary control measures relevant to the organisation's diverse environment at infrastructure, platform, application and human behaviour levels. <ul style="list-style-type: none"> An appetite and commitment to keep up to date with emerging threats and control measures. Practical administration and configuration experience of security threat control measures (e.g. network design, firewalls, client device environment etc.).

<ul style="list-style-type: none"> Knowledge and practical expertise in the administration of: <ul style="list-style-type: none"> The MS 365 Security Stack (Defender, Sentinel, etc) Windows Sever (Active Directory, DNS, DHCP, GPO, IIS)
<ul style="list-style-type: none"> Practical knowledge and experience with Microsoft's 365 products and services.
<ul style="list-style-type: none"> Excellent communication skills and a genuine desire and aptitude to provide and support a high level of customer service and collaboration to and within all teams and networks (be a "people person" with a "can do attitude").
<ul style="list-style-type: none"> An ability to self-manage tasks and workload and have a logical, flexible and thorough approach to work performed.
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> A degree or diploma in an Information Technology related discipline combined with a minimum 5 years' experience in a relevant role.
<ul style="list-style-type: none"> Prior experience within an IT environment similar to the City of Launceston's. Technologies include SAN, virtualisation, Microsoft Windows based server infrastructure and platforms, an extensive data communications network, VOIP telephony, a variety of end-user devices and environments, e.g. desktop PC's, mobile devices, MS Windows, iOS, Android. Applications include a comprehensive suite of line of business applications (Technology One), Microsoft Office, and a large and extensive range of specialist applications. Prior experience and success as an IT professional in a customer-centric service delivery role.
<ul style="list-style-type: none"> A current light vehicle driver's licence is expected to be held and retained by the incumbent to support the off-site activities required of the position.

REPORTING STRUCTURE	
Leader	Team Leader Technology Services
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Management and staff who use Council's I.T. systems.	Provide technical advice, guidance and support. Explain approach and constraints. Lead discussions with individuals and groups. Negotiate outcomes in relation to operational and project matters
Technology and Information Services staff.	Provide and receive advice, recommendations and guidance.
External	Nature of Relationships
I.T. related contractors, suppliers and support providers.	Obtain product information, costings and technical support. Provide information relevant to our I.T. environment. Co-ordinate supply of goods and services to support project delivery.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$0
MS Windows Servers/ Domain	Domain Administrator
MS Windows PC's	Administration
Storage Area Network	Administration
Virtualised Environment	Administration
Change Control	Standard & Minor - Pre-approved Major - Author (not approval)
Network Facilities Access Levels	
Network file storage	Full
E-mail	Personal only and/or as delegated by others to the incumbent. The CEO, the Executive Leader of Delivery and Performance, the Executive Leader of the relevant team or Senior Leader Technology & Information Services may authorise the incumbent to access an employee's e-mail account when a specific purpose or need arises.
Internet	Administrator

Confidentiality

Employees are

- Able to access; or
- May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within the organisation's systems that is not directly relevant to their work.
- To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism; Seeks feedback broadly and asks others for help with own development areas; and Translates feedback into an opportunity to develop.

