

Position description

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| Position | Information Security Analyst |
| Group | Business Services |
| Reports to | Manager Information Security |
| Location | 1010 La Trobe Street Docklands Victoria |
| Date | January 2019 |

Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

Our vision

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

Our mission

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

Our values

- Respect
- Professionalism
- Achievement
- One team

Dimensions

Reporting Relationships

The Information Security Analyst reports directly to the Manager Information Security

Budget

NA

Other

NA

Purpose of the position

The Information Security function is responsible for the delivery of Information, Telecommunication, Operating control and other cyber security services across Victoria. VicTrack ICT security function is led by the Manager Information Security and relies on non-direct reports and security services suppliers to deliver Governance, Risk, Compliance and operations.

The Information Security Analyst supports the Manager Information Security in the delivery of security operations. The purpose of this position is to protect VicTrack assets and services to safeguard delivery of critical public transport services throughout Victoria.

Key accountabilities/functions

- Deliver effective and efficient ICT security operations;
- Manage security operations toolset - Firewalls, Antivirus, Vulnerability management, Web and email filtering, etc;
- Prepare and analyse security operational data for trends and reporting;
- Implement risk remediation activities in the direct area of responsibility;

- Drive, collaborate and guide risk remediation activities in IT, Telecommunications and other groups;
- Represent ICT security during CAB meetings conducting appropriate security assessment of the proposed changes;
- Collaborate and work with Telecommunications engineers to recommend and guide implementation of platforms, network, application and other security controls;
- Lead and assist other teams in security incident response;
- Maintain security incident response plan;
- Represent ICT security in projects providing general security consultancy, conducting initial assessments, selecting and managing implementation of security controls, manage cyber assurance and other relevant assignments.

Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Safely Accessing the Rail Corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- Be responsible for their actions where those actions can in any way affect or compromise railway safety;
- Be aware of the railway safety requirements associated with their duties and responsibilities;
- Take whatever action is possible to prevent the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

Individual attributes

Qualifications

- CISSP or equivalent certified
- CCNA security or equivalent certified
- Relevant Tertiary qualification

Knowledge & Experience

- Ability to demonstrate and apply strong knowledge of computer security concepts;
- At least 3 years' experience in IT, Telecommunications or dedicated security role;
- Experience with antivirus, vulnerability management, configuration compliance monitoring, LAN/WAN, firewalls;
- Knowledge of OSI model and L2 to L7 protocols: TCP/IP, VLANs, DNS, SNMP, SSH, Telnet, etc;
- Experience with Windows and UNIX operating systems and relevant security features;
- Excellent troubleshooting skills;
- High level of technical knowledge in secure systems design and development;
- Previous technical background.

Skills

- Skills and knowledge in a wide range of products, technologies and processes, such as network devices, operating systems, antivirus, vulnerability management, incident response, technical collaboration;
- Ability to demonstrate and apply skills in a range of areas such as vulnerability management; malware protection; Microsoft Windows security (GPO, hardening, encryption, AD, etc.), virtualisation; network security controls in firewalls, switches, routers; Identity and Access Management, incident management;
- Excellent verbal and written communication skills.

Interpersonal and Other Features

Internal Relationships

- Information Technology team
- Telecommunications group
- Project delivery group
- Other internal technical stakeholders

External Relationships

- Other public transport organisations
- Suppliers
- Auditors