

Role Description

Senior Cyber Security Analyst



Creative Industries, Tourism,
Hospitality and Sport

Portfolio	Creative Industries, Tourism, Hospitality and Sport
Department/Agency	Department of Creative Industries, Tourism, Hospitality and Sport
Division/Branch/Unit	Corporate Services\ Digital, Communication & Performance \ Cyber Security Program & Engagement
Location	Sydney
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	262118
PCAT Code	1326422
Date of Approval	February 2026
Agency Website	www.nsw.gov.au/dciths

Agency overview

At the Department of Creative Industries, Tourism, Hospitality and Sport we bring vibrancy to NSW by growing our creative industries and workforces, driving strong visitor and night-time economies, ensuring a responsible hospitality sector, and putting arts, culture and sport at the heart of our communities.

Together we:

- Create social and economic opportunities for the state
- Support the creation of jobs across the creative, visitor and night-time economies
- Prioritise First Nations artists, stories and culture
- Ensure arts, culture and sport are at the heart of every community to be enjoyed and accessed by all
- Drive visitation through events, campaigns and visitor experience development
- Activate our night-time and creative economies to unlock unique precincts and community spaces
- Deliver a vibrant and responsible hospitality, liquor, racing and gaming environment
- Support NSW's key Cultural Institutions to ensure access for all, enable community experiences and education and preserve the state's diverse cultural assets and history

Primary purpose of the role

Develop and implement cyber security strategy, frameworks, policies, and guidelines to ensure the organisation meets compliance, legal and regulatory obligations.

Key accountabilities

- Contribute to the development and implementation of cyber security strategy, framework, policies and guidelines, proactively assessing current security posture for potential weaknesses and defensive gaps, to ensure cyber safety and to ensure architectural principles are applied during design to reduce risk.
- Govern, monitor, and report against the requirements of NSW Cyber Security Policy, with a key focus on 'crown jewels', to improve policy compliance and to continuously improve the organisation's cyber security
- Provide technical cyber security advice to influence and convince decision makers to ensure cyber

security strategies, frameworks, policies, and guidelines are taken into consideration and complied with and to drive adoption and adherence to policy, standards and guidelines across the organisation.

- Work closely with partner agencies and internal teams and share insights to enhance security solutions for crisis management and major incident responses across the organisation's systems.
- Perform rigorous risk assessments on new/existing applications to manage, rate and monitor risks related to cyber security, reviewing and updating these risks on a regular basis, to actively promote a positive risk and compliance culture within the department.
- Conduct operational and compliance cyber security reporting and escalate to the CISO any sensitive/critical security incidents/alerts, which may require a flexible and adaptable approach to working hours and working arrangements, to ensure an effective response to and resolution of security issues.
- Work as a team, aligned to the core values of integrity, collaboration, excellence and a customer first attitude, to ensure the customer is placed at the centre of all decision-making.
- Collaborate with the team to ensure the development and regular review of meaningful individual performance management and development plans that are clearly aligned to strategic objectives

Key challenges

- Maintaining currency with industry best practice to ensure ICT cyber security solutions are fit for purpose in an environment of increasing security incidents and threats.
- Engaging and influencing stakeholders to ensure cyber security frameworks are implemented and adopted through greater awareness of organisational cyber security.
- Implementing information initiatives regarding highly complex technical issues across a regionally dispersed, complex organisation

Key relationships

Who	Why
Internal	
Reporting Line Manager	• Receive guidance and instruction, seek clarification and advice, and report on progress against work plans. • Escalate and discuss issues. • Identify emerging issues/risks and provide options for potential solutions. • Provide input and respond to requests for information and briefings
Work Team	• Participate in meetings, share information and provide input on issues. • Provide input, support and advice to colleagues and team members to contribute to team outcomes. • Develop and maintain effective working relationships and open channels of communication.
Internal Stakeholders	• Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Other NSW Government Agencies	• Establish professional networks and relationships across NSW Government, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues.
External Stakeholders	• Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues. • Resolve and provide solutions to issues, ensuring the Executive is apprised of emerging issues
Vendors/Suppliers/Consultants	• Manage contracts for quality, on time service delivery and performance targets.

- Negotiate, collaborate and engage with suppliers to facilitate on-time delivery of projects, products and services.

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the manager.

Reporting line

The role is responsible to, and reports to, the Associate Director Cyber Security Program & Engagement.

Direct reports

Nil.

Budget/Expenditure

Budget and expenditure will be in line with departmental delegations.

Key knowledge and experience

- Understanding of the cyber-security landscape in Australia, including the roles of the Australian Signals Directorate and Cyber Security Operations Centre.
- Experience in business continuity and disaster recovery operations.

Essential requirements

- Tertiary qualifications in a relevant discipline or demonstrated equivalent relevant professional experience.

Capabilities for the role

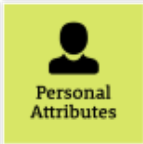
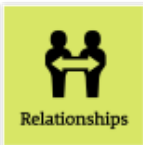
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	- Keep up to date with relevant contemporary knowledge and practices - Look for and take advantage of opportunities to learn new skills and develop strengths - Show commitment to achieving challenging goals - Examine and reflect on own performance - Seek and respond positively to constructive feedback and guidance - Demonstrate and maintain a high level of personal motivation	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	- Tailor communication to diverse audiences - Clearly explain complex concepts and arguments to individuals and groups - Create opportunities for others to be heard, listen attentively and encourage them to express their views - Share information across teams and units to enable informed decision making - Write fluently in plain English and in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	- Take responsibility for delivering high-quality customer-focused services - Design processes and policies based on the customer's point of view and needs - Understand and measure what is important to customers - Use data and information to monitor and improve customer service delivery - Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers - Maintain relationships with key customers in area of expertise - Connect and collaborate with relevant customers within the community	Adept

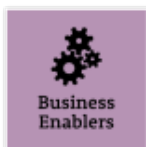


Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Champion the use of innovative technologies in the workplace
- Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies
- Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes
- Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes
- Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies

Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Adept

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Incident Management	Develops, maintains and tests incident management procedures in agreement with service owners.	Level 5 - USUP
	Delivery & Operation Service Management Coordinating responses to incident reports, minimising negative impacts and restoring service as quickly as possible.	Investigates escalated, non-routine and high-impact incidents to responsible service owners and seeks resolution. Facilitates recovery, following resolution of incidents. Ensures that resolved incidents are properly documented and closed. Analyses causes of incidents, and informs service owners to minimise probability of recurrence, and contributes to service improvement. Analyses metrics and reports on the performance of the incident management process.	