ICT Risk and Security Manager
Position Description

Position Title	ICT Risk and Security Manager
Responsible Council	NSW State Council
Reports To	Chief Information Officer
Location	2c West Street, Lewisham NSW. State-wide travel may be required.
Primary position objective	This role is responsible for security policy definition, preventive monitoring, protection and response to cyber security threats along with investigative and forensics support to deter and combat digital crime impacting the Society's information systems.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Department Overview

The mission of the central ICT department is to support and enable the achievement of the Society's strategic business objectives by delivering services that ensure we can best meet our obligations to our members, volunteers and employees.

Embedded within the Corporate Services Directorate of the State Support Office, the ICT

Department partners with NSW State Council, Central Councils, Special Works and Society employees, to create and sustain a secure, reliable and scalable information technology environment, and to ensure careful and responsible management of the Society's information technology resources. The department has embarked on a transformation journey with the purpose to enable better services, building capability and collaborating effectively across the Society's whole of ICT operational needs.

Led by the Chief Information Officer (CIO), the department has overall responsibility for Strategic Planning, Enterprise Architecture, procurement, delivery and quality assurance of ICT Service Management and Infrastructure Operations, managing the budget and cost allocation for the service portfolio and delivery of ICT programs and investments, as well as Information Risk & Security management.

Role Overview

This role will be responsible for leading the Society's ICT Risk and Security Strategy and approach. This includes responsibility for security policy definition, preventive monitoring, protection and response to cyber security threats along with investigative and forensics support to deter and combat digital crime impacting the Society's information systems.

The role drives the development, implementation and support of ICT security and risk best practice standards and ensures compliance to deliver secure and reliable systems.

The roles also leads a process of continually improving and maintaining currency of the ICT Risk Management Framework and associated policies, plans and resources.

Duties and Responsibilities

Risk and Security Management

- Identify and analyse ICT organisational and sector issues to ensure compliance with business, statutory and legislative obligations.

- Lead the development of innovative ICT security and risk policy, standards and compliance to manage and monitor the implementation and compliance of approved policies and standards.

- Develop and implement an ICT Risk and Security Framework, in collaboration and consultation with appropriate stakeholders.

- Develop, implement and communicate, along with the IT senior management, a Disaster Recovery Plan that achieves the business continuity requirements of the organisation.

- Lead ICT participation in the Enterprise Risk Management process to ensure representation of ICT considerations.

- Lead the review of all risk and security aspects for new systems that are being considered for implementation into the information technology environment of the Society.

- Develop capability of ICT Function Managers to implement risk mitigation strategies.

- Manage incident investigations, review and assess ICT controls to ensure ongoing effectiveness of policies, standards and control mechanisms.

- Develop, maintain and communicate the organisation's Information Security Strategy to

maximise awareness and compliance.

- Develop, implement and monitor reporting mechanisms for governance, security and risk practices to support compliance and highlight areas of exposure.

- Review identified security risks and breaches to ensure the organisation's assets and information are appropriately secured at all times.

- Manage and monitor identity and access management ensuring each user has the appropriate security roles.

- Develop, implement and communicate a disaster recovery plan that aligns to the security policies and standards.

- Maintain industry knowledge on the initiatives and trends that occur within the information technology security area.

- Lead a process of continually improving and maintaining currency of the ICT Risk Management Framework and associated policies, plans and resources.

Team Work and Collaboration

- Contribute to the development of ICT skills in ICT function and the community through on-site training.

- Contribute to building capability within the ICT technical stream ensuring effective knowledge and sharing.

- Work collaboratively positions outside of the ICT Function with a governance and risk focus, to support a holistic and integrated approach to risk mitigation.

- Attend relevant training with a focus on developing skills and keeping professional knowledge current and up to date.

- Actively participate in performance appraisal and development processes.

Essential Criteria

- Qualifications in ICT or a business related discipline

- Extensive experience in both technical and operational ICT risk and security areas

- Proven stakeholder management skills and the ability to develop effective relationships with executives, managers and employees to achieve business outcomes

- Demonstrated communication skills and the ability to work with and influence employees and managers at all levels of the Society

- Exceptional people management skills

- Experience in establishing and maintaining KPIs, benchmarks, etc.

- Exceptional customer service and time management skills, with the ability to multitask and prioritise under pressure and work independently.

- Ability to work with other staff members and departments to set and maintain excellent service levels

- Ability to maintain strict confidentiality and be sensitive to stakeholder needs in a timely and

confidential manner

- Ability to adapt to changing circumstances whilst maintaining high standards through a flexible approach to work
- Ability to work within the ethos of the St Vincent de Paul Society, a charitable organisation, and a willingness to participate in Society events
- Enthusiasm, with a willingness to learn and a desire for self-improvement.

Desired Qualities

- Prior experience in senior ICT roles
- Prior experience and/or understanding of the charitable sector
- Valid Drivers Licence

The St Vincent de Paul Society is an Equal Opportunity Employer