



position description

Job Title:	Junior Cyber Security Analyst
Position ID:	TBC
Location:	Yuggera/Tuurbal Milton
Division/Programme:	Information, Digital & Technology
Immediate Manager:	Head of Technology and Security
Direct Reports:	Nil

about us

yourtown is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

yourtown has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

purpose of the position

To investigate, document, and report on information security issues and will also contribute to the protection of **yourtown's** IT systems and infrastructure from security threats and vulnerabilities.

responsibilities

May include, but are not limited to:

- Monitor and assess the cyber security and related environment for (internal and external) security events, making recommendations to management, and taking the necessary steps to remediate unacceptable risks
 - Perform problem diagnosis and root cause analysis to determine the underlying cause of issues and the extent of its impact
 - Compile detailed incident investigation reports for the Digital & Technology Management Team
 - Develop options and solutions to issues, and contribute to remediation and recovery activities
 - Responsible for investigation of phishing notifications, reactive and proactive phishing exposure prevention, phishing awareness training and testing
 - Assist external parties with technical security reviews, audits, and assessments
 - Present findings and recommendations in both verbal and written format, to both technical and non-technical audiences
 - Contribute to continuous improvement of information security controls
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations including:

- Maintaining currency of knowledge with regards to relevant legislation, professional practice and emerging trends to ensure advice is current and effective.
- Participating in other duties and cross-functional teams as may be required, in order to achieve efficient and effective **yourtown** services.
- Participating in and meeting the expectations as agreed pursuant to the Organisational Performance Framework.
- From time to time assist in other locations and travel intrastate, or interstate, as required.

at yourtown our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.
- Invest in their own ongoing professional development and leadership capability through active learning, seeking and giving feedback, and participating in **yourtown** leadership impact opportunities.
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.
- Engage respectfully and meaningfully with Aboriginal and Torres Strait Islander communities, stakeholders, clients, and colleagues. Actively support initiatives identified in yourtown's Stretch Reconciliation Action Plan 2023 – 2025.

selection criteria

- Bachelor qualification in Computer Science, Information Technology, Cyber Security or another relevant field, or relevant experience.
- Excellent analytical, problem-solving, and decision-making skills, with a keen attention to detail.
- Strong communication and collaboration skills with a strong interest in cybersecurity initiatives.

requirements

The Junior Cyber Security Analyst must always:

- Comply with the relevant state or territory requirements for working with children
- Maintain satisfactory National Criminal History Check
- Possess an unrestricted current Driver's Licence
- Comply with **yourtown's** immunisation procedure
- Demonstrate professional conduct, behaviour and communication that is in line with **yourtown's** Values and Behaviours as outlined in the Code of Conduct
- Maintain confidentiality and discretion in all matters
- Align to our mutuality of safety for self, others, and in our workplaces
- Uphold the **yourtown** safeguarding commitment in every aspect of your role

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
V1.0	Jodie McAloney	04/11/2024	04/11/2024	New position in IDT operating model – Cyber Security