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| IT Security Analyst (Tiered) Improvement Systems and Technology |  |
| Our purpose **Manaaki tangata, Manaaki whānau**  We help New Zealanders to be safe, strong and independent | |
| Our commitment to Māori As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori,  whānau, hapū, Iwi and communities to realise their own potential and aspirations. | |
| The outcomes we want to achieve  |  |  |  | | --- | --- | --- | | New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential | | |
| We carry out a broad range of responsibilities and functions including  |  |  | | --- | --- | | * Employment, income support and superannuation * Community partnerships, programmes  and campaigns * Advocacy for seniors, disabled people  and youth | * Public housing assistance and emergency housing * Resolving claims of abuse and neglect in  state care * Student allowances and loans | | |
| ****Our strategic direction****  |  |  |  | | --- | --- | --- | | **Mana manaaki** A positive experience every time | **Kotahitanga** Partnering for greater impact | **Kia takatū tātou** Supporting long-term social and economic development | | |
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| ****He Whakataukī\*****  |  |  | | --- | --- | | Unuhia te rito o te harakeke Kei hea te kōmako e kō? Whakatairangitia, rere ki uta, rere ki tai; Ui mai ki ahau, He aha te mea nui o te ao? Māku e kī atu, He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush Where will the bellbird find rest? Will it fly inland, fly out to sea, or fly aimlessly; If you were to ask me, What is the most important thing in the world? I will tell you, It is people, it is people, it is people | | ***\**** *We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī* | | | |

## Position detail

**Overview of the position**

The IT Security Analyst provides IT Security management expertise, support and advice to all staff that supports a safe working environment for all the Ministry. The role positions information and IT security as a critical function of the Ministry and is responsible for ensuring that all IT activities have completed the correct processes and managed security risk correctly. The Analysts will provide advice, analysis and interpretation, best practice modelling, training and coaching across all IT projects and the wider business to ensure a continuously improving security posture.

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| **Junior IT Security Analyst** | * Work under the guidance of a more senior IT Security Analyst to support and analyse project, operational and external security risk * Research and define new and creative solutions to security issues raised by IT projects or the business * Assist with security review group workshops * Administer security review group processes, minutes and memos * Reporting on Security Vulnerability Register * Daily monitoring and processing of security events |
| **IT Security Analyst** | * Work independently on facilitating security discussions with projects * Facilitate Centres of Excellence * Present information and updates to senior management * Provide basic training * Help raise security maturity |
| **Senior IT Security Analyst** | * Coach and mentor other IT Security Analysts * Manage relationships with key stakeholders both internal and external * Proactively contribute to security framework design * Provide thought leadership in intelligent security risk management * Ensure quality is built in to all security management activities and deliverables * Establish Centres of Excellence * Provide expert level training * Proactively seek to raise security management maturity * Moderates IT security risk discussions * Present information and updates to IMGC and Leadership team level |

**Location**

National Office, Auckland or Wellington

**Reports to**

Technology People Leader

## Key Responsibilities

**Security Monitoring and Analysis**

* Deliver timely and accurate monitoring of security platforms and services
* Contact and discuss security issues with users
* Clearly articulate risks and correct processes to end users
* Escalate issues where needed to IT Security Manager or IT Security Analysts
* Create regular security reporting highlighting trends and behaviours
* Modify security monitoring platforms to improve the capability of reporting and analysis
* Recommend process improvements that will improve security monitoring
* Monitor, review, update and report on existing vulnerabilities, including contacting control owners and escalating issues
* Keep up to date with current security issues by monitoring official and unofficial security websites for new vulnerabilities and behaviours
* Monitor and accurately update security incidents using standard Ministry tools
* Coordinate with the Change Control team to monitor, approve and escalate security changes where appropriate
* Concisely describe complex IT Security issues to non-technical users
* Deliver timely and cost effective IT Security services, ensuring these meet defined business requirements and strategic objectives.
* Identify and facilitate the implementation of security solutions to IT security problems.
* Analyse internal customers’ requests for IT security exceptions and/or waivers and recommend on their acceptability to management.

*IT Security and Senior IT Security Analysts will also:*

* Identify and facilitate the implementation of security solutions when the Ministry adopts emerging technologies.
* Proactively identify weaknesses (risks) in IT Security mechanisms within IT Applications and Infrastructure and Services.
* Respond proactively to agreed issues/weaknesses by defining and recommending practical, robust solutions.
* Manage the provision of 3rd level support to users in relation to security issues/trends.

*Senior IT Security Analysts will also:*

* Identify or create, describe, socialise and implement agile security initiatives that address the security issues raised in a changing organisation.
* Accept responsibility for the management of agreed aspects of Information Security.
* Actively support and expand the Ministry security data identification, accumulation and interpretation initiatives.
* Actively support and expand the Ministry security awareness initiative.
* Provide Information Security input as part of software development and implementation projects.

**Risk Management**

Work with the IT Security Manager, CISO, PMO and others to:

* Coordinate with other IT Security Analysts to identify, analyse and quantify security related risk
* Prioritise agreed risk

*IT Security and Senior IT Security Analysts will also:*

* formulate recommendations to deal with security related incidents
* Report risk, via the appropriate channels

*Senior IT Security Analysts will also:*

* Provide risk analysis to IMGC and senior management teams

**Strategy and Architecture Support**

* Provide insights and reporting of user behaviours and issues
* Understand IT policies and procedures and consult and advise with others on their improvement
* Manage the information provided to and from the Security Review Group
* Co-ordinate and document security meetings with other key stakeholders
* Constructively engage in the Security Review Group, Architecture Council and other meetings when representing the IT Security team
* Develop and manage the procedural framework necessary to support the technical security architecture and security policy.

*IT Security and Senior IT Security Analysts will also:*

* Contribute to the development of long term strategies to ensure the continued and enhanced security of the Ministry.
* Translate policy statements into IT Security standards in order to provide detailed IT Security guidelines.
* Assist the IT Security Architect with the definition of security requirements for all new business and technology projects.

*Senior IT Security Analysts will also:*

* Define the workflow support required as part of implementation of Information Security process and policy implementation of agreed process and policies.
* Develop and maintain workflow support implementations and generate reporting based on the utilisation of Information Security process.
* Socialise and promote Information Security workflow as part of a security awareness program

**Relationship Management**

* Establish and maintain effective working relationships within the team, IT and the wider Ministry
* Proactively engage in team discussions and daily stand-up meetings
* Represent the IT security team in internal discussions within IT and the Ministry
* Promote good IT Security awareness, policies and behaviours to the Ministry
* Establish and maintain effective working relationships with key external stakeholders
* Establish and maintain collaborative and cohesive working relationships with the other public sector agencies and security vendors

## Embedding Te Ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the status quo of MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, Safety and Security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency Management and Business Continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Understanding of:
  + General IT security terminology and platforms
  + Workings of common security threats and how to prevent them
  + Standard IT platforms like Desktops, Servers, Networking etc. and how they inter-operate
* Proven problem solving experience in either IT or non-IT areas
* Existing experience in supporting IT solutions or other scientific or technology areas
* Ability to create formal reports that can be consumed by technical or non-technical audiences
* Formal tertiary qualification or equivalent in a technical subject matter
* IT Security interest demonstrated though course selection, conference attendance or further qualification.
* Demonstrate analytical capabilities through research completed as part of qualifications

*IT Security Analyst and Senior IT Security Analysts will also:*

* Extensive experience in the
  + identification,
  + design and
  + facilitated implementation of IT security solutions.
* Extensive experience in the identification and evaluation of IT security risks with the intent to quantify and prioritise security risks.
* Experience with the reporting of IT security risk.
* Experience with the translation of security policy into documented IT security standards.
* A relevant tertiary qualification (such as CISSP) or extensive equivalent professional experience.

*Senior Security Analyst will also:*

* Proven experience with implementing security measures and processes and driving these initiatives to completion.
* Experience with NZISM, ISO27000 or other frameworks.
* CEH or other penetration based security qualifications.

## Attributes

* Good analytical skills - able to analyse data from a variety of sources, identify cause-effect information, consider benefits/risks/opportunities and write strategically focussed reports
* Good problem-solving skills – enjoys technical changes, looks for new solutions to new challenges
* Strong commitment to attaining goals – generates new ideas, seeks solutions to problems before being asked, takes action that goes beyond solving the immediate problem
* Strong communication skills – especially written, oral and presentation skills
* Strong interpersonal skills – able to adapt these to suit the needs of the audience, able to convince others to accept ideas/strategies
* Good self-management skills – able to plan and organise work, systematically prioritise identify resources required, develop contingency plans, track activities and provide progress reports
* Good relationship management skills – able to establish, build and maintain effective working relationships
* Proven credibility, integrity and professionalism – demonstrates these characteristics at all times
* Strong work ethic – shows drive and determination in all situations

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## Key Relationships

**Internal**

* IT Security teams
* IT Performance and Risk teams (particularly PMO and Risk teams)
* All other IT Managers and staff (particularly within Infrastructure and Services and IT Applications)
* Other IT Security Analysts
* Other Ministry staff and internal end users
* Fraud investigations (IT Security Analyst / Senior)
* Legal Services (Senior)

**External**

* Vendors
* Other Government IT Security teams
* Pen Testing and other security companies
* Service providers of cloud and longer term contracting/consulting services (IT Security Analyst / Senior)
* NGO’s (IT Security Analyst Senior)
* Government CIO (Senior)

## Other

**Delegations**

* Financial – No
* Human Resources – No

**Direct reports** – No

**Security clearance** – Yes

**Children’s worker** – No

Limited adhoc travel may be required