POSITION DESCRIPTION

SECTION A: Position Context

Position Title	IT Executive (Security)
Position Grade	E2
Category	Executive
Campus / Unit	Sarawak Campus – Information Technology (IT) Unit
Division	Student and Corporate Services
Term of Appointment	Full-time Appointment
Effective Date	August 2020

Position Purpose

The position is an administrative position at the Branch Campus University in Sarawak. The appointee will be responsible for carrying duties involving various functions of Information Technology (IT) designated by the Manager, Information Technology – mainly focusing on cybersecurity initiatives for the University, which include security strategy planning, security governance, security operation, security awareness training/presentation, solution review and deployment, risk assessment, incident response and any other activities across other sections of IT unit as well as any other relevant tasks as assigned.

University Information

Swinburne University of Technology has a long, proud history of educating and training students for over 100 years. Swinburne focuses on providing high-quality, career-orientated education with strong links to industry and the community.

Swinburne has an international reputation for quality research that connects science and technology with business and the community. The University standing in prestigious world academic ranking lists reflects our commitment to high-quality teaching and research and graduate outcomes.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs. The Campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004.

The Campus occupies a 16.5-acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

Information Technology

The Information Technology (IT) Unit is under the Student and Corporate Services which is responsible for supporting University objectives and the overall functions of information technology such as strategy planning, governance, project management, security, technology innovation, system implementation and administration, network implementation and administration, and other relevant IT functions of the University.

URL to web pages:	http://www.swinburne.edu.my

Participation on Committees

The appointee will be required to participate on relevant committees as is needed for the efficient performance of duties and as directed by the Manager, Information Technology; or Director, Administration.

Supervision Reporting Relationships

This positions' supervisor/manager	Assistant Manager (Strategy & Planning) / IT Manager
Other positions reporting to this position	None

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

	KEY RESPONSIBILITY AREAS	
1.	TECHNICAL SKILLS AND KNOWLEDGE	• Develop IT security planning and tactical strategy to ensure that the University's future security investments are aligned appropriately when considering key priorities such as business requirements, industry threats, and risk appetite. • Establish a framework for risk management; which involves identifying particular events or circumstances (threats and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring process. • Perform analysis of technology risk metrics, then formulate and provide independent reporting on the University's technology and cyber risk posture. • Lead and drive the establishment of IT security activities and initiatives as part of the University's IT Security programme; inclusive of security awareness and knowledge management. • Develop and maintain appropriate security documentation for applications, infrastructure and systems. • Act as a subject matter expert in relation to University's risk management and provide expert security input and advisory on technology risks for University's assets, as well as adoption of new and emerging technologies that are aligned with security strategy. • Demonstrate strong business acumen to quickly learn new business processes and understand how IT security can support the business in achieving revenue and profit goals for the University. • Establish and maintain strong business and technology relationships with other business units. • Ensure to maintain regular engagement and proactive teamwork with IT peers to ensure assigned strategies align with business and technical needs, requirements, and constraints.
2.	POLICY AND PLANNING	Assist and support the Manager, Information Technology to implement and to ensure compliance with all the policies relating to Information Technology.
3.	RESOURCE MANAGEMENT	• Establish and maintain materials and equipment storage. • Monitor material usage and check deliveries for the University. • Ensure system compatibility, maintenance of Swinburne Standard Operating Environment.
4.	VENDOR RELATIONSHIP MANAGEMENT	• Specify items required and obtain quotations as necessary. • Maintain good relationship with vendors.
5.	SWINBURNE BEHAVIOURS	Commitment to the Swinburne Behaviours; • **Communicate:** Say it – have the conversation, respect each other's differences, give meaningful feedback and share honestly and openly. • **Listen and learn:** Hear it, learn from it – learn from one another, actively listen to each other, resolve conflict and be innovative. • **Collaborate:** Share it – work constructively together with a common purpose to achieve the University's goals. • **Trust:** Trust it – be open to and with others, act with fairness and respect, inspire positive expectations and communicate honestly. • **Act:** Do it – have a strong sense of immediacy, take practical action and see it through.

6.	**CUSTOMER SERVICE**	Demonstrate Swinburne Behaviours including: • Provide IT related services; • Perform general equipment troubleshooting; and • Work effectively and with flexibility as a member of the technical team, providing prompt input, advice and assistance as required.
7.	**REPORTS**	Prepare reports and provide accurate information as and when required by the Management.
8.	**OTHER DUTIES**	Any other duties as required by the Assistant Manager, Strategy & Planning, Manager, Information Technology; or Director, Administration; or the DVC/CEO; or any other person as assigned by the Manager or by an authorised personnel.

SECTION C: Key Selection Criteria

	Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.	**Essential / Highly Desirable / Preferable**
1.	A Bachelor's degree in computer science, IT, or a related discipline from a recognised institution; or a Diploma with a minimum of five (5) years of relevant work experience.	Essential
2.	Possess at least two (2) relevant IT certification(s) with active status in either system, network, project management, information security, operations, or equivalent. (e.g; CCNA, ITIL, Security+, Prince2, PMP, or equivalent)	Highly Desirable

	Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.	**Essential / Highly Desirable / Preferable**
1.	At least three (3) years of relevant working experience in two of the following domains: planning, management, governance, security, project management in a medium to large enterprise with a proven record of providing quality service and leadership.	Essential
2.	Experience in assisting or performing risk assessment or Incident response and management.	Essential
3.	Experience in running small/medium size IT projects in a corporate environment.	Essential
4.	Strong problem solving and analytical skills.	Essential
5.	Familiar with current security technologies and keen interest in learning within security domain.	Essential
6.	Familiar with the IT project management lifecycle; project initiation, planning, execution, control & monitor to closure in either IT infra, software development, digital transformation or other IT related projects.	Essential
7.	Ability to perform the tasks assigned under pressure and short notice. Ready to work outside of normal office hours when required.	Essential
8.	Excellent communication skills orally and writing in English, to convey and elicit information effectively, and to develop cooperative working relationships with staff, students and vendors.	Essential
9.	Polite, and courteous to all staff members, students and visitors. Able to work well with staff members from other units to provide the best customer service.	Essential
10.	Ability to handle confidential and sensitive information responsibly.	Essential
11.	Hardworking with the ability to work independently and follow through on all aspects of responsibilities, handling multiple initiatives simultaneously.	Essential
12.	Self-motivated, demonstrating a high level of initiative, assertiveness, versatility and flexibility.	Essential
13.	Experience in evaluating and implementing security products and services. Including the management of projects to implement such products and services.	Highly Desirable
14.	Experience in responding to all audit enquires pertaining to IT security matters.	Highly Desirable
15.	Excellent presentation and/or training skills.	Highly Desirable
16.	Demonstrates ability to work and conduct research independently.	Highly Desirable
17.	Demonstrates up-to-date knowledge of the current cyber security trends, threats, solutions and tools.	Highly Desirable

Further Information:

Further information is available from Human Resources at fax +60 82 260821, email careers@swinburne.edu.my.

Applications:

Applications should include a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name   :

Date   :

Signature   :