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April 2024

Chief Information Security Officer – Candidate Information Pack



AFP

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JOIN OUR TEAM

The Australian Federal Police (AFP) is a key player in the Australian security landscape, rising to complex challenges and staying a step ahead to protect Australians as new threats emerge.

We break new ground every day and a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.

We:

- Pride our self on demonstrating leadership and agility in a dynamic operating environment;
- Are intelligence-led, ethically and values-driven, embracing diversity and inclusion;
- Value trust, respect, accountability, integrity;
- Are committed to excellence in service to the Australian community and in working with each other; and
- Have the brightest minds to play a critical role in protecting Australia and Australians by outsmarting serious, complex, international and organised crime.

To continue as one of the most adaptive, effective and advanced police forces in the world, the AFP is seeking a suitably qualified professional for the role of **Chief Information Security Officer**.

THE ROLE

As an active contributor to the Chief Information Officer (CIO) Command, Chief Operating Officer Portfolio and AFP Senior Leadership team, you will lead the Cyber Security Branch in:

- Shaping and executing the Cyber Security Strategy including the delivery of cyber security operations and the associated capability uplift;
- Management and maturing of the information security governance structure through the development and implementation of security policies;
- Monitoring threats and incidents and providing clear advice and direction to the CIO regarding the organisational Cyber Security Alert Level (CYBERSAL) and the mobilisation of associated controls;
- Working collaboratively across AFP commands and through governance committees, to ensure the consistent application of policies and standards across all technology projects, systems and services;
- Leading and facilitating information security risk assessments and effective risk management processes that effectively balance risk mitigation with operational requirements;
- Championing a Cyber-aware Security culture across the organisation including (where necessary) security awareness training and command performance metrics;
- Providing regular reporting on the status of cyber security to the Security Committee, Audit & Risk Committee and other Executive Governance forums;
- Ensuring adherence to mandatory external reporting and compliance regimes including through engagement with Government and industry forums and stakeholders.

As a potential candidate you will have:

- Demonstrated substantial experience in the management of cyber security, technology and risks.
- Excellent communication and collaboration skills.
- Demonstrated ability to communicate information security and risk-related concepts to technical and non-technical audiences including at Senior Governance Forums.
- Advanced contemporary knowledge of information security risk management and cybersecurity technologies;
- Proven track record and experience in developing information security policies and procedures, as well as successfully designing and executing capability uplift programs;

- Demonstrated ability to act professionally and competently in high-pressure, high-stress situations;
- Knowledge and understanding of relevant legal and regulatory requirements, such as the Australian Governments Protective Security Policy Framework (PSPF) and the Australian Signals Directorate's Essential Eight Maturity Model;
- High level of personal integrity, as well as the ability to professionally handle confidential matters and show an appropriate level of judgment and maturity;
- High degree of initiative, dependability and ability to work with little supervision while being resilient to change.
- Demonstrated ability or the ability to establish and maintain professional networks across Government including international and industry.

All AFP appointees ensure that the achievement of outcomes is in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance instruments.

ROLE LOCATION

The role is located in Canberra however, consideration may be given to undertaking these roles from other capital cities such as Melbourne or Sydney, with an expectation of regular travel to Canberra.

MINIMUM REQUIREMENTS

- Must be an Australian citizen;
- Negative Vet 2 (Top Secret) security clearance (or the ability to obtain one);

OUR IDEAL CANDIDATE

As a senior executive leader within the AFP you will:

- Be a strong leader with behaviours that demonstrate courage, collaboration, a focus on people and a commitment to identifying and addressing emerging challenges and risks;
- Balance short-term priorities with continued focus on long-term strategic priorities;
- Deliver on AFP corporate strategic direction;
- Promote diversity in your decisions and inclusion in your actions;
- Be an excellent leader, taking an active interest in the growth and wellbeing, behaviours and capabilities of your people;
- Harness an enterprise-focussed approach to strategic and operational issues;
- Be committed to excellence, fostering an environment that encourages innovation and continuous learning, and have a strong record of achievement in leading people and managing resources;
- Have excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders; including across government;
- Be forward thinking and self-motivated, driving operational and service delivery excellence, modelling the AFP's leadership behaviours; and
- Demonstrate capability in-line with the [SES Band 1 Work Level Standards](#).

OUR OFFER

Generous remuneration and conditions of service will be negotiated with the successful applicant, under an AFP Senior Executive employment contract, including salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

MORE INFORMATION

The AFP is part of the Attorney-General's portfolio and works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, outsmarting crime, enhancing safety and providing a secure regional and global environment. The [Corporate Plan](#) is a legislative requirement under the *Public Governance, Performance and Accountability Act 2013*. It sets out the AFP's purpose, priorities, environmental context, the activities it undertakes, how performance is measured and the management approach to risk.

The plan is a rolling four-year plan and is updated annually. It is aligned with the outcome statements, program and performance information presented in the [AFP Portfolio Budget Statements](#). Performance against the plan and the PBS is reported in the [Annual Report](#).

DIVERSITY

[Diversity and inclusion](#) is a core element of modern policing. Not only does it ensure we reflect the community we serve, it also allows the AFP to build and maintain community trust, and strengthens our capacity to effectively respond to local, national and international challenges. Achievement of a diverse workforce, and an inclusive workforce culture, are not merely nice to have – they are imperative to our capability as an effective, future-ready police organisation.

HOW TO APPLY

APPLICATION

Provide a two-page pitch (max 1000 words) outlining why you are attracted to the role and what you bring to the role. The two-page pitch should include examples of your ability to demonstrate capability in line with the [SES Band 1 Work Level Standards](#).

Provide a copy of your Curriculum Vitae (CV).

Applications are to be submitted through the Executive Intelligence Group's website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At Executive Intelligence Group, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

IMPORTANT THINGS TO NOTE:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for EVERY vacancy you are interested in - submitting one application does NOT mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;

- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

HOW TO APPLY ONLINE:

- Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
- Find the vacancy you are interested in applying for and click '**More Info**'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
- When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
- Read the information about applying and press 'Start';
- This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
- From here you will be guided through an online application form;
- At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You MUST have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: Surname First Name Ref No Job. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
- If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
- Submit your application; and
- You will receive an automatic email with a copy of your application.

POSITION CONTACT:

If you require further information in relation to this role, please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200.

Applications close: **11:59pm (AEDT) Thursday 2nd May 2024**. Late applications will not be considered without the explicit approval of the Selection Committee chair.

ADVICE FOR APPLICANTS

EMPLOYMENT SUITABILITY REQUIREMENTS

If you progress through to the next stage, AFP Recruitment will be in touch to let you know that you'll need to provide some further information:

- A completed Employment Suitability Questionnaire ([ESQ](#));
- [Traffic history](#) for the last 10 years; and
- Proof of Australian citizenship.

We encourage you to review the AFP's minimum employment requirements and [employment suitability standards](#) to ensure that you meet these requirements before you submit your application.

The AFP has a mandate requiring all AFP Appointees to provide satisfactory evidence they have received a COVID-19 vaccination, unless a medical exemption has been granted by the AFP.