Cyber Security Principal

Horopaki | Context

Kaunihera Taiao ki Waitaha/Environment Canterbury is the Regional Council for the largest region in Aotearoa/New Zealand. We are committed to working in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The future environmental and political context affecting Waitaha/Canterbury means that Kaunihera Taiao ki Waitaha/Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, and environmental changes driven by climate change.

Our mahi/work focuses on the delivery of three core services to the Waitaha/Canterbury community: (Environmental Regulation and Protection; Community Preparedness and Response to Hazards; and Public Transport) and we are guided by our strategic pou of:

- Putting the community and our customers at the heart of everything we do;
- Growing our relationship with mana whenua into a true partnership;
- Maturing our governance model and understanding of our political environment;
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values of Kaitiakitanga/Stewardship, Pononga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

Aronga | Purpose

To protect Environment Canterbury's digital technology assets by developing, implementing, and maintaining a comprehensive security programme.

Ngā Haepapa | Accountabilities

Developing Security Policies, Controls and Procedures:

- Accountable to provide advice and recommendations on an appropriate security framework for the organisation.
- Drive alignment with the organisation's security framework.
- Design, establish and enforce information security policies, controls protocols, and procedures
- Design the KPI's for monitoring the effectiveness of the security controls.

Risk Management:

- Identify and assess potential security risks to the organization's digital technology assets.
- Develop fit for purpose risk mitigations to address identified risks and provide assurance.

Cyber Incident Response and Management:

- Accountable to develop and manage the organisation's cyber incident response plan.
- Lead the response to breaches and incidents relating to information security, conducting investigations and coordinating remediation efforts.

Security Awareness and Training:

- Lead, develop digital cyber security awareness programs and training for employees.
- Drive change in culture of digital cyber security awareness within the organization.
- Contribute to security awareness programmes within the organization.

Security Architecture and Implementation:

- Accountable to develop the security principles and set the security standards for IT infrastructure, platforms and applications using industry best practices.
- Drive the change for the security principles and security standards to be integrated into new and existing IT infrastructure, platforms and applications via working through others.

Compliance and Assurance:

- Conduct regular internal security audits and assessments to ensure compliance with internal controls.
- Coordinate with internal / external auditors and regulatory bodies as needed.
- Accountable to provide regular reports on the current state of the organization's security posture, performance of controls to senior management.

Collaboration:

- Influence and work closely with other departments and stakeholders to ensure alignment of security initiatives with business objectives.
- Mentor the wider Digital Solutions section promoting security by design standards and effective assurance practice.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to the achievement of Ngāi Tahu cultural and environmental aspirations, including but not limited to, Mahinga kai, and revitalisation programmes.

- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution so these can be considered in mahi programme development and prioritisation.

- Demonstrate an openness and courageousness in approach to issues and co-design of processes and systems supporting thought leadership that can give effect to the progression of the partnership.

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha rohe/Canterbury region and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.

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- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability and for the conscious planning and alignment of work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

Kaunihera Taiao ki Waitaha/Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety, and wellbeing very seriously. In order to meet the legal obligations, you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.

- Ensure awareness of, and compliance with, legislative and operational standards, policies, guidelines, including the code of conduct.

- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge on best practice to ensure a detailed understanding of any risks associated with this position.

- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Reporting to the Team Leader Digital Architecture.

- Collaborate with Senior Leadership to ensure information security risks are managed and prioritised.

- Close working relationship with members of other teams within Digital Solutions, to incorporate security by design and information management best practices.

- Liaison and co-ordination required with all kaimahi regarding information security services, awareness and reporting of incidents, updates and personal responsibilities.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.

- Work alongside suppliers and service providers. Manage technical issues and give advice within the scope of ongoing projects being undertaken in conjunction with external ICT consultants.

- Maintain contacts with local government and similar agencies of ICT services.

- Keep abreast of ICT industry and emergent security trends and developments by attending technology seminars and reading appropriate literature and implement as appropriate.

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Ngā Herenga Motuhake | Special Conditions

- This role may require travel throughout the Canterbury region as and when is reasonably determined by the Council.

- This role may require work outside of normal business hours to meet business needs, this includes being on call on weekends and after standard business hours 7am – 6 pm to take high priority phone calls out of hours and undertake emergency work as and when required.

- As a regional council, Kaunihera Taiao ki Waitaha/Environment Canterbury has special requirement to provide a civil defence function for Waitaha/Canterbury. Any kaimahi/staff employed by Kaunihera Taiao ki Waitaha/Environment Canterbury will be required to be available to assist, support or be associated, as reasonably required, with an emergency under Civil Defence or any exercise that might be organised in relation to this council function.

- Additionally, all kaimahi/staff would be expected to assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A formal tertiary qualification in Computer Science or Information Technology, cyber security or related field.

- Relevant certifications such as: Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM); Certified Ethical Hacker (CEH), CompTIA Security+.

Mātau ā-wheako | Experience

Technical Knowledge and Skills:

- At least five years' experience in cybersecurity, including three years in roles like network or infrastructure administration.

- Familiarity with all or one of NZISM, Essential 8, NIST, ISO/IEC 27001, GDPR, and local regulations is critical. Experience applying these frameworks in security policies, processes and procedures will be expected.

- Expertise in Microsoft's cybersecurity suite (e.g., Defender, Sentinel) and in managing network security technologies (gateways, firewalls, malware protection).

- Experience and knowledge of the IT infrastructure particularly the Microsoft stack of azure related technologies.

Security Policy and Risk Management:

- Proven experience in developing security policies and controls, assessing risks to digital technology assets, and creating mitigation strategies.

- Prior experience in conducting security audits, both internally and with external auditors, is key.

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Incident Response, Compliance and Auditing:

- o Experience managing cyber incident response, including leading investigations, remediation, and reporting on security incidents.
- o Conducting regular internal audits and ensuring compliance with the set frameworks, as well as preparing reports for senior management, is essential.

Interpersonal and Management Skills:

- o Ability to mentor and guide the digital solutions team regarding security practices.
- o Experience collaborating with both internal staff and external groups.
- o Develop and deliver of security awareness training for employees is crucial.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the technical leader level beneath each of the following organisational competencies. To identify the competency expectations at this level, view the competency framework in the P&C Kete.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Cyber Security Principal will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
7 / 19	SERVINF.130	24 January 2025

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Band   **Position Code**

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name: _____

Waitohu | Signature: _____

Rā | Date Signed: _____

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