Job description

Title	Security Analyst
Number	L23036
Group	Corporate Services
Division	Digital Services
Reports to	Platform Manager, Connectivity and Defence
Direct reports	None
Date	17/10/2024

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to: -
- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to assess the effectiveness of the data security initiatives implemented across the environment and support the protection of our digital information assets through proactive monitoring and maintenance of our digital landscape.

Key outcomes

Operational security is managed, and systems are secure and protected	• Information security events are monitored, contained, investigated. • Support the Council's Vulnerability Management service, including the triage of CVE's, resolution path, and coordination of remediation activities with Council technical teams. • Facilitate the penetration test process, working alongside Council preferred providers. Manage and track the remediation process to successful resolution. • Procedures for security operations are developed and maintained in collaboration with the Senior Analyst, Security Engineer, and Security Technical lead.

	- Prepare reports, summaries, and respond to audit requests as requested by the Senior Security Analyst.
	- Analyse audit, threat intel, and service reporting, to improve the security posture of Council systems.
	- Provide technical support for the Council's security tools including configuration, performance, and security.
	- Support the evaluation of new Security Solutions to ensure compliance with Council technical standards, industry best practices, and best value for Council stakeholders.
	- Actively contribute to continuous improvement initiatives within the security operations team.
	- Technical and Operational security knowledge bases are developed and maintained.
	- Work as a cross functional team member to ensure shared accountability and collaboration to achieve organisational outcomes.
	- Support the Councils security services, and outsourced capabilities, including liaising with stakeholders and suppliers.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Essential person specifications

- 3+ years in an Analyst, Engineering, or similar role with transferable skills.

- 1+ years working with an Incident Response or On-Call function.

- Experience working with cross-functional agile product development teams is desirable.

- Experience developing and implementing operational Processes and Procedures.

- Experience working with security systems, solutions, and toolsets; including on premise and cloud delivered services.

- Experience using common scripting languages such as KQL, PowerShell, or BICEP.

- Any Security, Infrastructure, Cloud, or Application certifications are desirable.

Here to make Tauranga better

WHANAKE TE TAI

Here to make Tauranga better

Tauranga City

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community and each other

Whanaungatanga / Collaboration

We work together and create connections