

# IT SECURITY OFFICER

---

## Job Description

### CASTLEPOINT SYSTEMS

Canberra, ACT  
London, UK

Phone 1300 996 905  
Email [info@castlepoint.systems](mailto:info@castlepoint.systems)



# IT SECURITY OFFICER JOB DESCRIPTION

## Contents

- Summary ..... 3
- Company background ..... 3
- Position Overview ..... 4
- Skills and Experience ..... 5



# Summary

<b>Job Title</b>	IT Security Officer
<b>Job Type</b>	Part-time, ongoing; flexible work hours available
<b>Location</b>	On site in the Canberra office at Bruce; provision for some remote work
<b>Reports to</b>	Chief Information Security Officer
<b>Remuneration</b>	\$90,000.00 to \$120,000.00 per annum excluding superannuation

## Company background

Castlepoint is a multi-award winning, disruptive solution that provides command, control, and compliance over all information, in every system, through a single pane of glass. Castlepoint reads, registers, classifies, and manages information from all systems in a network, using Artificial Intelligence.

Castlepoint Systems is dedicated to ensuring that our operations are conducted ethically, in accordance with applicable laws and best practices, and in the best interests of our clients, our community, and the environment. Our vision is to make the world a better place by changing the way organisations manage information, so that people, communities, and companies are safer and smarter.

We have committed to becoming an employer of choice, one that attracts likeminded, hardworking people through flexibility and other real, developmental benefits that improve the lives of our staff. We are a feminist company, and believe strongly in supporting men and women to take equal roles in the workplace and at home. We enforce pay equity, and pay superannuation throughout parental leave. We seek to employ people who represent community demographics, including younger and older people, indigenous people, migrants, people with a disability, and LGBTQIA+ people. We also provide a fantastic working environment, with meals provided, sit/stand desks for all staff, modern equipment, free parking, multiple work spaces (including outdoor), in a leafy and accessible central location. We support flexible and remote work, but you will need to be based in Canberra for this role.

To help ensure that our employees can enjoy a high standard of living, we pay above the market rate for their skills, qualifications, and experience level. We then invest heavily in our people with formal Development Plans, reviewed twice-yearly, committing to internal mentoring, paid training, and other development opportunities with a goal of continually increasing their marketability. As employee skills increase, we assign more responsibilities, and we then adjust their wages and titles upwards commensurately. We also support employees to develop skills and experience in areas not directly related to their roles if they have an interest in those types of development. We have a policy of salary transparency for all employees, including the Executive, to help combat unconscious bias and foster gender equality.

Castlepoint also supports our employees with an Employee Assistance Plan, and skilled HR professionals with experience in mental health and workplace cohesion. We support our staff to practice religious and cultural observance during work time using flexible working arrangements, and to be free of discrimination based on their beliefs. We encourage communication between all areas of the business, and provide regular updates from the executive team on company activities and initiatives. Our culture is genuinely supportive, and employee satisfaction is extremely high.



## Position Overview

### Primary purpose of the position

The IT Security Officer is the key resource for maintaining our operational security posture, working closely with the CISO. In this role, you will maintain the IT Security Management System and apply its procedures, including by device hardening, secure maintenance, and account management. With your support, Castlepoint will maintain its high security standards and controls.

You will ensure our security procedures are applied effectively, in compliance with the ACSC Cloud Security Controls and ISO 27001. This will involve both proactive and reactive security management and maintenance of users, data, systems, devices, and networks. You will support access management, backup, data transfer, denial of service, DR, email security, ICT equipment management, logging, mobile device management, patching, Privileged user controls, secure network management and sysadmin, system hardening, and vulnerability management. You will also provide some support to external partners as part of our regular penetration tests and secure code reviews.

You will have a strong background and education in security management, with technical as well as analytical and compliance skills in the security domain. You will have an open and friendly communication style, be highly professional, and both internal and external contacts will find you to be reliable, responsive, and organized.

### Key Challenges

The company is growing extremely quickly, and demand from new clients and partners is very high. Our internal processes and systems are very robust, but continually expanding in scale and scope. It is essential that both new and existing processes are compliant with our ITSMS, and are constantly monitored, updated, and enhanced.

As Castlepoint is a cyber security technology, our company has a very low tolerance for cybersecurity risk. We have a strong focus on compliance and assurance, and it is vital that procedures are clearly documented, applied, followed, and audited.

The team is still growing, and we are now recruiting for more technicians. You will be entering the company in a time of significant change, and will need to be fairly autonomous, but also collaborate closely with both new and existing team members as the whole organisation adapts and grows.

The working environment is busy, with competing demands. It is vital to have a strong grasp of time and resource management, a proactive communication style, and great organisation skills.

Ideally, you will have some government experience, and a security clearance at Baseline or above. This is not an essential requirement, but a large proportion of our client base is Federal Government. It will help to have some experience working with this type of customer, and within its constraints.



## Duties and Responsibilities

Responsibility	Breakdown of Tasks	Outcomes/Measures
<b>ITSMS Support</b> 50% time/effort	<ul style="list-style-type: none"> <li>Develop and update procedures</li> <li>Review security compliance</li> <li>Report on security posture</li> <li>Update risk registers</li> </ul>	Documentation is clear, comprehensive, and correct
<b>Security Support</b> 40% time/effort	<ul style="list-style-type: none"> <li>Maintain user security</li> <li>Maintain data security</li> <li>Maintain system security</li> <li>Maintain network security</li> <li>Maintain device security</li> </ul>	Procedures are followed  Security is proactively managed  Incidents are detected
<b>Incident Management</b> 5% time/effort	<ul style="list-style-type: none"> <li>Respond to incidents</li> <li>Recover from incidents</li> </ul>	Procedures are followed
<b>Applications Development</b> 5% time/effort	<ul style="list-style-type: none"> <li>Develop and implement minor fixes</li> <li>Participate in pen testing and secure code review</li> </ul>	Your code is consistent, correct, and supportable

## Skills and Experience

### Qualifications:

- Relevant University or equivalent degree in technology or engineering (**essential**)
- Relevant University or equivalent certifications in IT and cyber security (**essential**)
- Australian Government Security Clearance (**desirable**)

### Essential experience:

- 2 years or more experience with systems development or engineering
- 1 year or more experience with IT security support

### Required Skills:

Knowledge, skills, and abilities	Essential	Desirable
IT security proficiency and up-to-date knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ITSMS compliance and procedure management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Software development skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience using Azure DevOps	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience working with government or regulated industry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strong written and spoken communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong stakeholder management and customer satisfaction skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>