

Role description

Mackay Hospital and Health Service

Role details

Job ad reference	QLD/572112	Classification	AO5
Role title	Information Technology Officer - ISMS	Salary	\$102,492 to \$111,516 p.a. \$3,928.50 to \$4,274.40 p.f.
Employment status	Temporary Full Time (76 hours p.f.) From date of appointment for up to 12 months	Closing date	Sunday, 7 July 2024
Unit / Team / Department	Information Communication and Technology	Contact name	Jayde Pedley – Director, Information Communication and Technology
Division	Corporate Services	Contact number	07 4885 6400
Facility	Mackay Base Hospital		
Location	Mackay		

Applications must be submitted online via the Smartjobs website – www.smartjobs.qld.gov.au

Your employer – Mackay Hospital and Health Service

The Mackay Hospital and Health Service (MHHS) provides a working environment which embraces professional development, builds capabilities, provides roles with variety and flexibility, supports staff to maximise their health and wellbeing and encourages work/life balance.

Our values

To support that the MHHS is regarded as an employer of choice, staff have been consulted and selected four values they strive to demonstrate in their daily activities:



Through partnerships and co-operation, we drive innovation



Having confidence and belief in each other to be able to rely and depend on our actions



We show respect and compassion for the people we care for and work with



We depend on and support one another individually and as a team

There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.



About the Mackay Hospital and Health Service

The MHHS is a contemporary organisation providing extensive health services in a range of regional, community and rural settings, to a population of around 182,000 people. Our region covers Sarina in the south, Clermont in the west, and Bowen and the Whitsunday Islands in the northeast, which is an area of approximately 90,000km².

The MHHS has six hospitals, two multi-purpose health services and four community health centres that employs more than 3,700 staff. The Mackay Base Hospital is the referral hospital for our region and is one of the most modern healthcare facilities in Queensland. It is a state-of-the-art facility equipped with leading edge technology to assist us in providing the highest level of care to our patients and their families.

Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities throughout our diverse region. Our Vision is to deliver Queensland's Best Rural and Regional Health Care, and our Purpose is to deliver outstanding health care services to our communities through our people and partners.

The MHHS respectfully acknowledges the Traditional Custodians of the land and sea on which we serve our communities, and pay our respect to Elders past, present and emerging. We also declare our commitment to reducing inequalities in health outcomes for Aboriginal and Torres Strait Islander peoples as we move to a place of equity, justice and partnership together. We strongly encourage Aboriginal and Torres Strait Islander peoples to apply for all advertised positions.

The MHHS values its people, respecting and embracing diversity and a balance between work and life commitments. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.

Working for the MHHS offers all the benefits of coast and country living and the convenience of a growing regional city where you can pursue a wide range of interests and lifestyles in a secure, family friendly and culturally diverse environment. We throw in eclectic cafes, restaurants and bars, quirky festivals and an arty and interesting community to make this a great place for those looking to escape the craziness of the city and try life at a different pace.

Visit: <http://www.mackay.health.qld.gov.au/>.

About the Unit / Team / Department

The Information Communication and Technology (ICT) Department is a team of predominantly technical staff working closely with the Digital and Information Management teams to provide advice and support to optimise patient care through the use of a contemporary Health Care environment.

Your opportunity

Manage, advise and contribute to the information security and cyber security requirements for the delivery of Information Security Management System (ISMS) using a project management methodology within the agreed parameters of project success (i.e. time, cost and quality) so as to provide solutions that are responsive to customer needs, are sustainable in an enterprise environment and provide enhanced protection for our health services.

Your role

Generic responsibilities:

- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and the MHHS Values as outlined above and <http://www.mackay.health.qld.gov.au/about-us/living-our-values/>.
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- The provision of a Healthy and Safe environment within MHHS is everyone's responsibility.
- Carry out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for yourself or others in the workplace. Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. For supervisors, actively promote good health and safety practices to staff of your work area.
- Employees who are appointed to the MHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.

Role-specific responsibilities:

- Develop and maintain local procedures and work instructions supporting the delivery of information security, cyber security and ASD Essential 8 controls within all MHHS facilities.
- Develop information security management advice, guidance and procedures for local HHS adoption to ensure compliance with relevant legislation, policies and standards.
- Provide administrative expertise into localised policies and procedures and capabilities to ensure compliance with relevant legislation, policies and standards.
- Review, analyse and perform technical duties required to uplift new or existing systems and/or processes to ensure continuous improvement with relevant policies and procedures and ISO 27001 and ASD (Australian Signals Directorate) Essential 8s controls.
- Enable informed decision making on project deliverables by developing and/or contributing to timely and relevant written submissions, briefs, presentations and information papers for various stakeholders.
- Following consultation, implement and monitor the relevant ISO 27001 and ASD (Australian Signals Directorate) Essential 8s controls as applied to MHHS.
- Collaborate with vendors providing high-level technical expertise and advice on the information security requirements for applications and systems.
- Collaborate with various stakeholders to inform information security risks.
- Using sound judgement and high-level communication skills, collaborate with both internal and external stakeholders regarding highly sensitive and confidential matters.
- Provide input into action plans to streamline existing information security processes and implement operational efficiencies that improve organisational outcomes.
- Manage own continuous learning and technical skills to ensure up-to-date knowledge of cyber and information security trends, tools and techniques.
- Maintain contemporary knowledge of information security landscape and principles.
- Undertake tasks and projects related to information security as requested by your Line Manager.

Mandatory qualifications / Professional registration / Other requirements

- **Qualification:** While not mandatory, possession of a qualification in Information and Communication Technology and/or computing from a registered tertiary institution or equivalent would be well regarded.
- **Supporting Documentation:** For the purposes of Criminal History checking, applicants must provide copies of any identification documents that are requested by the hiring manager during the recruitment process. In addition, applicants must provide copies of any qualification, registration and/or licence documents that are requested by the hiring manager. All requested documents must be certified by a Justice of the Peace or a Commissioner for Declarations.
- **Licence to Operate Vehicle:** The incumbent may be required to operate a class C motor vehicle, therefore possession of the appropriate licence endorsement to operate this type of vehicle is required.
- **Travel:** The incumbent may be required to travel throughout the MHHS district.
- **Vaccination Requirements (Vaccine Preventable Diseases):** It is a mandatory condition of employment for this role for the incumbent to be, and remain, vaccinated against Measles, Mumps, Rubella, Varicella (chicken pox), Pertussis (whooping cough) and Hepatitis B. This is a requirement of the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines. Employees that were engaged with the MHHS prior to 1 July 2016, with no break in service, are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS). Evidence of vaccination will be required prior to commencement.

How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge, and experience. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Experience with and understanding of information security risk management practices including ISO27001 ISMS and ASD Essential 8.
- Demonstrated technical experience in working in a large organisation and demonstrated ability to problem solve within a large organisation, particularly within a hospital, medical or health care industry.
- Thorough knowledge of information security principles, IT landscape, incident management and vulnerability management.
- Advanced knowledge of IT infrastructure, cloud technologies and vulnerability assessment tools.
- Influencing skills and an ability to take a pragmatic view on Information Risk Management issues from a business perspective.
- Well-developed interpersonal skills including the ability to work in individual or team situations and communicate clear explanations regarding information security management systems.
- High-level interpersonal, written and oral communication skills including the ability to negotiate, advise, influence others and work collaboratively with people to make decisions with a strong attention to detail.
- Demonstrated ability to plan, prioritise, set realistic timeframes, coordinate multiple tasks and work unsupervised to achieve desired outcomes and to meet deadlines for both self and team.
- Demonstrated experience in the development and implementation of procedures and/or work instructions in technical environments.

Your application

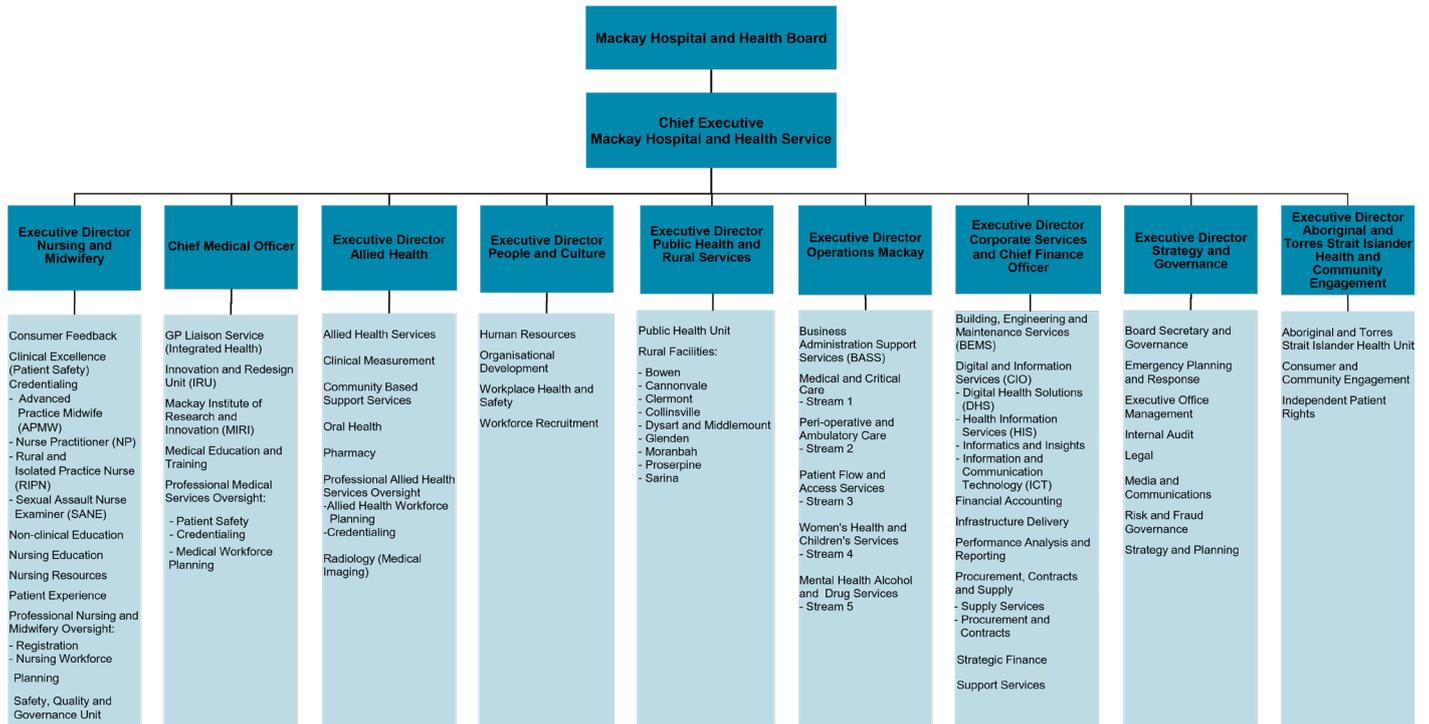
Please provide the following information to the Selection Panel to assess your suitability:

- **A short response/cover letter:** Document should be a maximum of 2 pages and outlines how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the 'How you will be assessed' section above.
- **Your current CV or resume:** Document that includes names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current or past supervisor.

Additional information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment:
<https://www.forgov.qld.gov.au/documents/policy/lobbyist-disclosure>
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003*:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027>
- **Smoke-free Healthcare:** In accordance with Government requirements and Queensland Health's commitment to a healthier workplace the Queensland Health Smoking Management Policy supports a smoke-free environment. Smoking is prohibited at all Queensland public hospitals and health facilities and for five (5) metres beyond their boundaries. Queensland Health employees may obtain assistance to quit smoking through staff program Quit Smoking for Life Program.
- **Quantitative Fit Testing of P2/N95 Masks:** As part of the ongoing response to COVID-19, the MHHS has implemented a respiratory protection program with procedures and processes for conducting fit testing of P2/N95 masks for relevant healthcare workers.

Organisational chart



Last updated March 2024