Team profile

Privacy and Safer Technologies
Senior Project Officer

Position number: 85002183
Classification: AO6

Work unit: Safer Technologies
Privacy and Safer Technologies
Information and Technologies Branch
People, Information and Communications Services

The Information and Technologies Team

A great digital future for every Queenslander

Information and Technologies Branch is committed to maturing our digital services and capability to better prepare Queenslanders to work, learn, play and succeed in a world with a constantly evolving technology landscape.

The **Governance, Cyber and Policy Unit** supports the Information and Technologies Branch to transform the way we do business into a more contemporary model that enables educators to build Queensland's future through creative, connected and engaged learners.

Our Governance, Cyber and Policy teams include:
- Portfolio and Architecture
- Governance, Risk and Compliance
- Enterprise Information Services
- Privacy and Safer Technologies
- Information Security Services

Contributions to team success

The **Privacy and Safer Technologies team** provides overarching advice and assessments to support the safety and security of all Department of Education staff, students and parents.

The department collects a large volume of personal, confidential and potentially sensitive information regarding students, parents/carers, staff and members of the public throughout the course of our official activities, which we are obligated to manage in accordance with relevant legislation, regulations, policies and industry best practice. The Privacy team supports the protection of student, staff, parent and carer and ither individuals' personal information from unauthorised access, use, disclosure or loss.

Non-departmental third-party online services are often used throughout the department, and particularly by Queensland state schools to complement teaching and learning across their student cohort. The Safer Technologies team supports the safer use of these services through assessment of information security and privacy compliance and consent requirements of online services against the national framework and departmental standards.

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The **Safer Technologies team** is responsible for:

- conducting third-party online service risk reviews against the national framework and departmental standards – information privacy and security compliance, risks and issues, consent management, age restrictions, fit-for-purpose suitability
- undertaking corporate ICT risk assessments – As a Service Questionnaires and Information Security Assessments
- publishing online service risk reviews to the departmental catalogue, end-user guidance and technical development and maintenance of the catalogue
- making determinations on the appropriate audience availability of online services for use and access on the department's network
- contributing to the resolution of support requests by responding to enquiries around use of online services
- communicating technical ICT information in a user-friendly manner to individuals with varying levels of technical proficiency
- liaising with a number of teams across the department to gather information, identify risks and issues, support the development of appropriate controls and mitigations and prepare specialist advice
- maintaining accurate records of stakeholder interactions and resolutions in ServiceNow.

About this role

We are seeking a highly motivated, individual to join our Safer Technologies team to manage and deliver assessments of online services within the context of information security, privacy and online safety.

This is a fulfilling role that provides guidance to other team members and supports corporate business units, school leaders, teachers, students and families in the safer selection and use of third-party online products and services.

Join our Safer Technologies team in providing risk reviews of third-party online services against a national framework and departmental standards. This assessment is key in supporting the safer use of technologies in Queensland state schools.