

Whakaaturanga Mahi – Job description

Job details

Job title:	Cybersecurity Analyst
Reports to:	IT Operations and Security Manager, Innovation & Technology
Direct reports:	Nil
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Management Team All Enable New Zealand Limited Managers and Staff
<i>External:</i>	Information Technology and Cybersecurity vendors and service providers Funding Agencies
Location:	Palmerston North

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (**DSS**) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand (**Enable**), we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

The Cybersecurity Analyst is responsible for ensuring the security of Enable New Zealand's information systems. This role involves security monitoring, analysing risks, and responding to security incidents, as well as implementing security measures to protect against potential threats.



Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Monitoring and Response	<ul style="list-style-type: none"> Monitor and analyse security alerts and incidents, including escalation to vendors and partners Investigate and respond to security incidents, following incident response plans Set up and fine-tune security monitoring processes and tools across applications and services
Security Testing	<ul style="list-style-type: none"> Conduct regular vulnerability assessments and penetration testing to identify security weaknesses and potential threats with the help of security partners. Develop and execute test plans to evaluate the effectiveness of security measures and controls. Perform security assessments to ensure compliance with security policies and standards. Analyse test results and provide recommendations for improving security posture. Collaborate with IT and other departments to address identified vulnerabilities and implement corrective actions. Maintain up-to-date knowledge of emerging security threats and testing methodologies. Document and report testing activities, findings, and remediation efforts.
Controls and Mitigations	<ul style="list-style-type: none"> Develop and implement security measures and controls to protect Enable New Zealand's information systems. Collaborate with IT and other departments to ensure security measures are integrated into all aspects of the organization's operations. Maintain up-to-date knowledge of emerging security threats and best practices for mitigating them. Develop and implement security policies and procedures. Ensure compliance with industry regulations and standards by regularly reviewing and updating security policies. Document and report on security controls and mitigation efforts to ensure transparency and accountability.
Security Awareness Training	<ul style="list-style-type: none"> Develop and deliver security awareness training to educate employees on security best practices and policies. Evaluate the effectiveness of security awareness training programs through assessments and feedback. Update programmes regularly to reflect new security threats and changes in security policies. Collaborate with other departments to ensure security awareness training is integrated into the overall employee training program.

Key objectives	Responsibilities
	<ul style="list-style-type: none"> Promote a culture of security awareness throughout the organization by encouraging employees to report security incidents and suspicious activities.
Maintain Relationships	<ul style="list-style-type: none"> Build relationships with service providers and partners to ensure security practices are embedded. Build strong relationships with key stakeholders across the business.
Health, Safety, and Wellbeing. Apply HSW knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	<ul style="list-style-type: none"> Is familiar with all policies and procedures as they affect the work environment. Ensure that safe working procedures are practised, and no person is endangered through action or inaction. Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi – Treaty of Waitangi and Equity	<ul style="list-style-type: none"> Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

- A relevant bachelor's degree (or equivalent experience and qualifications) in IT, Computer Science, or a related field.
- Demonstrated experience in security operations and/or response.
- At least 5 years' experience in a practical IT-related role.
- Background in cybersecurity, including the development and implementation of security controls, policies and procedures.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with internal teams and external partners.
- Specific cybersecurity qualifications would be advantageous.

Skills and Attributes

- Strong negotiation, facilitation, influencing, and relationship building skills
- Strong analytical and written communication skills
- Dedicated to great customer experience
- Success orientated and committed to achieving challenging objectives and delivering excellence
- Focussed on continuous learning, keeping across emerging trends and technologies

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.