

## Queensland Airports Limited Position Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision.

**Position Title:** Cyber Security Analyst

**Location:** Gold Coast

**Department:** QAL Technology

**Reports to:** General Manager Technology

**Reporting to this position:** Nil

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## Position Purpose

This role is responsible for maintaining and supporting the cyber and security capabilities for QAL. These capabilities are important in protecting the brand, privacy, and security of the digital assets of employees, contractors, consultants and customers of QAL. The role is also responsible to provide options around technology choices related to this domain. The role is responsible for maintaining, supporting, monitoring, and identifying and rectifying any security related issues with any of the technology at QAL.

## Job Position Requirements

### Objective 1. Monitoring and Incident Response

- Monitor security systems and alerts under supervision, using tools such as MS 365 E5 Cyber Stack and Arctic Wolf MDR.
- Conduct initial triage of potential security incidents and remediate or escalate appropriately.
- Support incident response activities through evidence collection and documentation.

### Objective 2. Security Operations and Compliance

- Review identity and access logs and remediate/escalate
- Monitor and coordinate vulnerability management to compliance requirements (EDR, antivirus, access control, patching to Essential 8 and NIST frameworks)
- Patching and remediation program delivery
- Assist with security audits and compliance efforts (e.g., Essential 8, NIST CSF v2)
- Follow established procedures to ensure systems remain secure and compliant

### Objective 3. Risk Identification and Reporting

- Undertake daily, weekly, monthly security and access control configuration reviews
- Support the preparation of risk and incident reports with guidance from senior staff
- Liaise with and act upon threat intelligence from industry partners
- Maintain accurate records and logs for incident, audit and reporting purposes

### Objective 4. Engage in Continuous Learning and Awareness

- Participate in cybersecurity training, mentoring, and professional development.
- Contribute to internal security awareness programs and initiatives.
- Stay informed on emerging threats and trends relevant to the role.

### Objective 5: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL H&S management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training

### Objective 6: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses

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- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

### Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

#### Authentic

- We are true to ourselves and our communities.
- We build genuine connections and deliver on our promises with integrity.

#### Brave

- We dare to be different and inspire change.
- We pursue new opportunities with courage and challenge the status quo.

#### Inclusive

- We celebrate difference and empower one another.
- We value every perspective and recognise that diversity makes us stronger.

#### Responsible

- We lead the way with purpose.
- We are accountable for our decisions.

### Behavioural Objectives

Whether a team member without direct reports or an executive running a division, all employees at QAL lead in one way or another. They may lead self, lead others or lead business. As such within the Performance Conversations set each year, managers will seek to set clear behavioural expectations for your specific role on the year ahead. As a minimum expectation your role is expected to demonstrate the following behaviours always when carrying out the role objectives:

#### Team Member

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Perform with pride a broad range of tasks competently as per the role requirements
- Uphold WHS and Regulatory obligations and comply with all policies
- Focus on continuous improvement both for company and self (including self driven learning, ability to take and act on constructive feedback and solution focused conversations)
- Demonstrate proactive, positive involvement as part of the team
- Exhibit teamwork through providing excellent service, inclusive behaviours and help to others (internal and external)

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- Present a positive professional image for the company at all times.

### Key Stakeholders

*Internal:* Employees and management at all levels

*External:* Suppliers, contractors, consultants, stakeholders, and the community

### Key Capabilities Required to Perform Role

#### Educational Qualifications:

- Degree in Information Technology or related discipline
- Applicable industry qualifications desirable (E.g., Splunk, CISSP certification)

#### Professional Experience:

- Min 5 years' experience in medium sized IT teams and/or SOC
- Min 5 years' experience in IT disciplines of sys admin, network security, security, network admin or the like disciplines

#### Specific Job Knowledge, Skills and Abilities:

- Microsoft EntraID and Active Directory, specifically MS E5 licensing cyber stack
- Experience with vulnerability management programs
- Excellent IT skills, including knowledge of computer networks, operating systems, software, hardware and security
- A good working knowledge of various security technologies such as network and application firewalls, host intrusion prevention and anti-virus
- An understanding of the cyber security risks associated with various technologies and ways to manage them
- Excellent time management and prioritisation skills
- Customer focused and desire to own problem and resolve
- Quick learner who can work independently
- Analytical and problem-solving skills to identify and assess risks, threats, patterns and trends

#### Physical Demands:

- Must be able to perform the required physical and psychological demands of the role.

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## ACKNOWLEDGMENT

*I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I assert that there are no limitations on my ability to fully perform the position for the company. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.*

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Name

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Date

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Signature

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