

Position title	Security and Risk Controls Auditor
Reports to	Head of IT Service Management
Band classification	Band 5, HealthShare Victoria Enterprise Agreement 2023
Date approved	October 2024

1. HealthShare Victoria

1.1 HSV was established on 1 January 2021 as a commercially oriented independent provider of supply chain, procurement and corporate shared services to Victoria's public health sector.

HSV's purpose is to partner with Victoria's public health services and suppliers to support better value for the public health sector and better outcomes for their patients.

Our focus is on the end-to-end supply chain needs of health services, including operating the State Supply Chain, to ensure Victoria's public health services have access to goods that may be in higher demand or difficult to access. Under the Health Services Act 1988 (Vic), we administer compliance-related functions, and work with health services to assist them in meeting compliance and probity obligations.

As a customer-focused service organisation, we concentrate on providing services that our public health service customers can rely on, and our work supports our health service customers in delivering safe, high-quality and sustainable healthcare for all Victorians.

2. Position summary

2.1 The primary responsibility of the Security and Information Risk Controls Auditor is to perform audits and assessments of the organization's security and information risk controls, as well as carrying responsibility for the effectiveness of HSV's records management. Working closely with various departments to identify risks and develop strategies to mitigate those risks.

3. Specific duties and accountabilities

3.1 Role/team description

- a. Conduct audits and assessments of the organization's security and information risk controls, including but not limited to physical security, access controls, network security, system development and maintenance, and data protection.
- b. Evaluate the effectiveness of the organization's information library, including the quality, accuracy, and accessibility of information.
- c. Analyse data and information to identify risks and make recommendations for improvements to policies and procedures.
- d. Audit and assist with implementing existing security control frameworks including the Essential Eight and Health Services Security Controls using a risk-based approach.
- e. Assist the Head of Enterprise Risk Management in the development and implementation risk management strategies.
- f. Develop and maintain security audit plans, schedules, and reports.
- g. Keep up to date with industry best practices in information security, emerging risks, and regulatory requirements.
- h. Communicate audit findings and recommendations to senior management and other stakeholders.
- i. Monitoring and improving system security and performance.
- j. Maintain currency of HSV's Information Management Standard.
- k. Complete annual review of datasets, including Business Impact Assessments.
- l. Provide input/complete attestations as required by OVIC and other statutory authorities.
- m. Provide recommendations for Data Governance including confidentiality, integrity, and availability of HSVs datasets.
- n. Coordinate and conduct data governance training for all staff.
- o. Review, develop and implement improvements to Information Operations, Records Management practices, policies, and procedures.
- p. Provide advice on records management systems and the record keeping requirements of other business systems.
- q. Maintain and manage HSV's records management system to ensure efficient and effective document management, record-keeping and information management practices are applied consistently across the organisation.

- r. Coordinate training, consultation, and support to HSV employees to assist in properly categorising, storing, modifying, and disposing of their records.
- s. Provide security training for HSV staff on induction and at a minimum of annually, as per compliance requirements.
- t. Coordinate the records management efforts of staff to ensure consistency with corporate standards and relevant legislation.
- u. Review and make recommendations in relation to HSV's records management policies and procedures based on applicable Australian Standards.
- v. Implement and monitor the records disposal program.
- w. Support continuous improvement in the operational practices associated with document and records management.
- x. Provide expert advice in the operational practices associated with publications including website, presentations, and social media.

3.2 Management

- a. Contribute to the Transformation and IT divisions and broader HSV teams through participation in formal meetings and other activities as required.
- b. Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- c. Identify relevant opportunities and make recommendations for business improvement processes, workplace health and safety, and quality and service delivery outcomes.
- d. Undertake other tasks or responsibilities as agreed with the Director Information Technology from time to time.

3.3 Leadership

- a. Work with the broader IT team towards IT roadmap and strategic vision.
- b. Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- c. Maintain strong lines of communication with key HSV stakeholders to ensure the smooth operation of the organisation.
- d. Support organisational change and growth to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.

3.4 BeSafe

- a. Support the implementation of the BeSafe strategy to improve safety culture and outcomes across the business.
- b. Maintain an active participation in all aspects of supply chain safety, compliance, regulation, and innovation to ensure HSV is kept informed of new and emerging risks and risk control solutions and prepared and proactive with regards to incident, injury, and hazard mitigation.
- c. Support the development of risk assessments and management of safety across HSV
- d. Help coordinate BeSafe activities, forums, and training to help create a robust safety culture at HSV.
- e. Actively engage with team members to communicate, educate, and facilitate awareness of risks and to mitigate adverse incidents and achieve positive safety outcomes.
- f. Promote Health and Wellbeing Committee (HAWC) initiatives across portfolio.
- g. Take reasonable care for your own safety and act in a safe manner to reduce risk to others.
- h. Work in accordance and cooperate with HSV BeSafe policies, procedures, and safe work practices. Attend any BeSafe activities, forums, and training to help create a robust safety culture at HSV.
- i. Report hazards, incidents, and injuries in a timely manner, and alert your manager or OHS/BeSafe committee member to any unsafe practice. Take part in actions to eliminate hazards.
- j. Take affirmative action to ensure your own safety such as wearing the required personal protective equipment, follow organisation COVID procedures, adhere to cleanliness requirements and take part in any required attestations.
- k. Seek information and advice, when necessary, when carrying out any new or unfamiliar work. Do not undertake work outside your skill set, knowledge, or licence.

3.5 HSV values and cross functional collaboration

- a. Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- b. Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- c. Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- d. Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- e. Uphold HSV values:
 - i. Customer-centric; We work with our customer and put them at the centre of our decision making.
 - ii. Solutions-focused; We work together to find the best operational and commercial outcomes.
 - iii. Accountable; We do what we say we will do
 - iv. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.
 - v. Open; We welcome new ideas and change as we continue to learn and grow.

3.6 Data security

- a. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to the IT Service Management team.

3.7 Other duties

- a. While the principal duties of this position are as above, the Security and Risk Controls Auditor may be required to undertake other duties from time to time.

4. Qualifications and Experience Required

4.1 Academic

- a. A relevant Information Technology qualification and proven experience working in a technical environment and providing IT application support.
- b. Strong working knowledge of various application platforms

4.2 Experience

- a. Minimum of 5 years' experience in Security Controls Auditing and or Records Management including administration, design, build and reporting Strong analytical capabilities and comfortable forecasting in Excel
- b. Strong knowledge of security standards and frameworks such as ISM, Essential Eight, NIST, ISO, and COBIT.
- c. Familiarity with data governance principles and practices.
- d. Excellent stakeholder management, organisation and influencing skills.

4.3 Personal

- a. High level analytical and problem-solving skills.
- b. Self-directed with strong organisational skills.
- c. A fast and keen learner, with ability to proactively pursue and share new skills.
- d. Flexibility to accommodate changing priorities and unexpected requests.
- e. Action and results oriented.
- f. Strong written and oral communication skills.
- g. Ability to build strong working relationships with colleagues and external stakeholders.
- h. Well-developed presentation and liaison skills.
- i. A high level of personal integrity.

4.4 Location(s) for Work

- a. Primary:
 - i. Level 11, 50 Lonsdale Street, Melbourne VIC 3000; and
- b. Secondary:
 - i. Derrimut Distribution Centre: Foxley Court Derrimut, Victoria.
 - ii. Dandenong Distribution Centre: Ordish Road Dandenong South, Victoria

- c. As relevant the role may be required to “work from home” from time to time.