

TOWN of CLAREMONT Information Pack



Position	Senior ICT and Cyber Security Officer
Salary	\$98,594.11 per annum plus 15% superannuation

The Town is seeking a full-time Senior ICT and Cyber Security Officer to join our team and support the delivery of secure, reliable and high-performing technology services across the organisation. Working closely with the Manager ICT, this position will be responsible for:

- Managing and maintaining the Town's ICT infrastructure, including networks, servers, virtual environments, applications and cloud services.
- Supporting cyber security.
- Maintaining backup, disaster recovery and business continuity processes.
- Providing service desk support and resolving technical issues in a timely and professional manner.
- Managing ICT assets, documentation and vendor relationships.
- Contributing to ICT governance, audit activities and continuous improvement initiatives.

The successful candidate will have demonstrated experience in ICT infrastructure and cyber security operations, including Microsoft technologies and networking environments. Strong problem-solving skills, the ability to work autonomously, and well-developed communication skills are essential. Relevant tertiary qualifications and/or significant industry experience are required. The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was ranked Number 1 local government from the MARKYT Community Scorecard, as voted by their community in the 2023/24.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Applications close Wednesday 4 March at 5 pm.

The Town is an equal opportunity employer that values a diverse workplace. The Town encourages people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

Please direct all enquiries to HR Team Member (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date





Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.



Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at HR@claremont.wa.gov.au

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2-3 weeks, please consider your application unsuccessful.

TOWN *of* CLAREMONT

Employee Benefits

Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.