

POSITION DESCRIPTION

Position title	Cyber Risk and Awareness Analyst
Section	Digital Services
Employment type	Permanent
Classification	Band 7
Location	Warrnambool
Date Approved	July 2026
Approving Officer	Chief Information Officer

POSITION OBJECTIVES

The Cyber Risk and Awareness Analyst is responsible for enhancing Wannon Water's cyber resilience by supporting the delivery of the Cyber Strategy, coordinating cyber risk awareness, compliance and control management activities, and partnering with business units to strengthen cyber capability and decision-making.

KEY RESPONSIBILITIES & DUTIES

Cyber Awareness & Engagement

- Design, manage, and evolve the cybersecurity awareness program to address emerging threats and behavioural risks.
- Manage awareness campaigns, training modules, and phishing simulations to promote secure practices.
- Identify awareness needs through stakeholder engagement and threat intelligence insights.
- Deliver monthly and ad-hoc reporting on awareness program effectiveness, participation, and behavioural trends.

Cyber Strategy and Program Support

- Support the coordination and delivery of cybersecurity initiatives with a focus on identifying, managing, and reducing delivery and operational cyber risk.
- Contribute to monthly cyber program reporting by clearly articulating program progress, key risks, emerging risk themes, and relevant performance indicators.
- Apply sound judgement to escalate material risks and issues, proposing practical risk treatments aligned to organisational priorities

Governance, Risk and Compliance

- Manage compliance with regulatory obligations, internal cybersecurity policies, and control requirements.
- Conduct cybersecurity risk assessments across assets, processes, projects, and business initiatives, evaluating threat likelihood and impact to support proportionate, risk-based treatment decisions.
- Manage and maintain cybersecurity control standards and associated documentation to ensure they remain current and aligned with organisational requirements.
- Perform control effectiveness reviews using risk-based principles to confirm controls remain appropriate and effective within the organisation's risk appetite.

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- Partner with business units to identify, evaluate, and communicate cybersecurity risks across people, processes, and technology.
- Assess new technologies, business initiatives, and organisational change against the cybersecurity control framework and established risk tolerances.
- Manage the cybersecurity risk register and controls library, ensuring risks, control gaps, and approved exceptions are accurately documented, prioritised, and reported to stakeholders.
- Manage cybersecurity control exemptions in accordance with Wannon Water's Cyber Framework, ensuring risks are appropriately assessed, justified, documented, and approved.

ORGANISATIONAL RELATIONSHIPS

Responsible to	Information Security Manager
Responsible for	Contractors and suppliers
External Liaison	DEECA, ACSC and other cyber regulators

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is subject to professional and regulatory review, and established governance, policies, procedures and compliance requirements.
- Decisions and actions taken may have a substantial impact on Wannon Water's cyber strategy, effectiveness of cyber controls, and achievement of project and program outcomes.

JUDGEMENT AND DECISION MAKING

- Ability to apply logical analytical and planning skills to identify business requirements, assess current and future state gaps and resolve issues that are complex in nature.
- Provide specialist advice and expertise on cyber security issues and risks which have the potential to affect the organisation.

SPECIALIST SKILLS & KNOWLEDGE

- Strong analytical, planning and report writing skills with the ability to develop and deliver awareness plans and materials.
- Ability to apply theoretical, industry and legislative frameworks to emerging security threats and organisational risk scenarios.
- Demonstrated experience in cyber awareness, risk management, and regulatory practices, along with knowledge of change management principles.

MANAGEMENT SKILLS

- Demonstrated ability to manage multiple priorities, lead cross-functional teams and deliver outcomes aligned to the cyber strategy roadmap.
- Skilled in budget management, cyber awareness initiatives and contributing to long-term workforce and resourcing strategies.

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INTERPERSONAL SKILLS

- Strong written and verbal skills, with the ability to gain cooperation and build effective relationships with internal and external stakeholders.
- Ability to communicate complex technical concepts and present data clearly and accurately to diverse audiences, including senior management and the Board.

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications, diploma or recognised industry certification in technology, education or business, or substantial relevant experience in a similar role.
- Industry certificates such as CRISC or equivalent risk management certification would be highly advantageous.
- Significant experience with cyber security concepts and processes, and knowledge of cyber control standards such as NIST 800 series, ISO 27001 or equivalent.
- A valid Australian driver's licence is required.

INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001: Quality management systems - Requirements
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

OTHER INFORMATION

Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:

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We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.

Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

Minimum Employment Period

All successful applicants will be subject to six-month minimum employment period as per the Fair Work Act 2009

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

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"The employee shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 4801 (AS/NZS 45001). These standards ensure that all employees are provided with a safe and healthy working environment. Compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____