

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>Cyber Security Administrator</b>
POSITION NUMBER	<b>1G056</b>
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Infrastructure and Cloud Lead
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO6 Level 1
CONTACT INFORMATION	Name: Mike Brown - Infrastructure and Cloud Lead Phone: 07 3008 6148 Email: Mike.Brown@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ53.25
CLOSING DATE	Sunday, 19 October 2025

## THE POSITION

The Cyber Security Administrator is required to provide comprehensive cyber security advice and support for Stadiums Queensland (SQ). This includes the monitoring, maintenance, troubleshooting, optimisation and support for security systems and administration of the cyber security awareness training program.

While based in the Infrastructure and Cloud team of Technology Services, the Cyber Security Administrator will provide advice and support to the wider Technology Services team.

## WORK ENVIRONMENT

This position reports to the Infrastructure and Cloud Lead and works within a multi-disciplinary Technology Services team within SQ's Corporate Office.

While based within the Corporate Office, a significant portion of the position will require direct interaction with, and provision of support for, venue management teams and may on occasion require engagement with venue service providers and venue hirers. This work will require on-site attendance across all SQ venues.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

## KEY ACCOUNTABILITIES

- Be functionally responsible for the installation, maintenance, support and troubleshooting of SQ's critical technology security platforms including endpoint protection, event monitoring, and vulnerability management systems.
- Be functionally responsible for the management, maintenance and operation of Stadiums Queensland's SIEM, including developing reports and creating valuable risk insights.

- Review, log and prioritise cyber security advice notifications for the business to ensure cyber risk is effectively managed and control strategies are implemented in a timely fashion.
- Provide functional advice in relation to cyber-security considerations related to the external threat landscape and the design, implementation and operation of enterprise architecture and associated business processes.
- Act as a member of SQ's cyber security incident response team and assist with the incident response and post-incident reporting.
- Manage SQ's cyber security awareness program including preparation of training plans, content, internal communications and advisories, and management and review of training and testing campaigns.
- Prepare regular reports and dashboards for, and engage with, various levels of the business.
- Identify and resolve problems and provide quick work-around solutions (when required) across a broad range of technologies.
- Work in conjunction with the Technology Field Engineers to engage with external parties and assess risk associated with on-site event/bump-in technology support across Stadiums Queensland's venues.
- Service venue and client technical support requirements in a timely and efficient manner, providing on-site and on-call technical services for the organisation.
- Promote a culture of continuous improvement and contribute to the ongoing development of SQ's technology services environment including identifying areas for increased efficiency and improved data security.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security, equal employment opportunity, workplace harassment, bullying and discrimination.

## MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Relevant practical ICT experience, with a minimum of 2 years in a cyber security role or
- Relevant practical ICT experience with a minimum of 5 years in a system administration role and relevant cyber security certifications.

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- High work ethic, commitment to professional presentation and flexibility in the workplace and ethical practice.
- Excellent interpersonal skills, an ability to effectively collaborate with team members and a demonstrated desire to inspire and promote the 'OneSQ' team culture.
- Exceptional communication skills, both written and verbal, with the ability to explain complex technical issues and concepts in simple, practical, everyday English.
- Excellent technical knowledge of best practice approaches to ensuring a strong cyber-security posture.
- An excellent understanding of Australian Cyber Security recommendations, publications, and models, relevant to Stadiums Queensland, its patrons, and associated contractors.
- Proven experience managing cyber security tools and platforms.

- Excellent understanding of a variety of technology platforms (networks, servers, systems) and the risks / mitigations available.
- Proven experience in documenting technical solutions, processes, and procedures, developing regular reports.
- Excellent troubleshooting skills including the ability to engage relevant stakeholders, rapidly assess impact, work with team members to identify root cause or service restoration strategies, and implement in a high pressure environment.
- Highly self-motivated with a keen attention to detail.
- Excellent customer service skills.

**DESIRABLE**

- Understanding of relevant AS / ISO standards, Queensland Government Information Standards and other relevant publications (NIST, ENISA,etc) .
- Formal Cybersecurity certification such as CISSP, CEH, SSCP, CompTIA Security+
- Experience providing critical infrastructure support in an events-based role including a sound understanding of venue operations and technical requirements in event and non-event mode.
- IT Service Management (ITIL) foundation certification and/or experience working within an ITIL guided support framework.
- Demonstrated experience supporting Microsoft SCCM, Microsoft Intune, Windows 10 and Windows Server 2012 or greater Operating Systems.
- Demonstrated experience supporting network equipment such as routers, switches, and firewalls.



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

## ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Stadiums Queensland Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

