

New

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Information Security Officer 2

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Information Security Officers within the Cybersecurity division support the protection of the Government of Alberta's (GoA) information assets from a confidentiality, integrity, and availability perspective. The division collaborates with ministries, public agencies and external partners to strengthen Alberta's overall cybersecurity posture thereby safeguarding Albertans and promoting the province's economic and social well-being.

To manage and deliver services effectively, the division operates through two distinct programs. The GoA's Cybersecurity Program is dedicated to protecting the digital assets of the GoA as an organization. This program ensures the GoA's digital infrastructure remains secure and resilient against cyber threats. The other program is called CyberAlberta which focuses on fostering collaboration among Alberta's private and public organizations. By leading these efforts, CyberAlberta aims to enhance the cybersecurity defenses of entities across the province and provide a unified front against cyber threats.

As an Information Security Officer 2 (ISO2), this role provides support for Cybersecurity awareness programs for the Government of Alberta and CyberAlberta. Reporting to the Manager, Stakeholder Engagement and Delivery, you will help implement a security-minded culture across employees, contractors, third parties and CyberAlberta stakeholders. This position works with internal and external stakeholders to ensure that the program is aligned with leadership's expectations and emphasizes behavioral change by providing successful training and education content.

The information Security Officer 2 position is the full working level of the position, which may be asked to mentor junior level resources.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Leadership, advice, and planning:
 - Mentor and coach more junior staff
 - May be asked to lead or coordinate small project or set of activities
 - Assist in delivery of the Information Security Program for the Government of Alberta
 - Provide information security advice to stakeholders
 - Participate in projects as an information security subject matter expert
 - Participate in the identification of information security requirements, as well as the development of strategies and solutions to meet these requirements
2. Information Security Awareness and Training:
 - Participate in the development of awareness or training material as directed by Cybersecurity management
 - Plan, develop and implement year around awareness campaigns including but not limited to phishing exercises, general Cybersecurity awareness topics and the annual themed Cybersecurity Awareness Month campaign.
 - Perform Cybersecurity awareness presentations to stakeholders as required.
 - Measure effectiveness of awareness and training programs, make recommendations and execute change.
 - Maintain your awareness knowledge with current and proposed regulatory, privacy and security industry best practice guidance.
 - Develop IT security communication materials as required
3. Threat Intelligence and Risk Management:
 - Assess Cybersecurity threat landscape in coordination with subject matter experts and align awareness programs with content focused on reducing risk
 - Ensure that risks are documented in the Government of Alberta's Information Technology Security Risk Register
 - Communicate cyber threat information to stakeholders as required
4. IMT Disaster Recovery:
 - Participate in disaster recovery testing exercises, which may include responding to related issues and incidents, assisting with test communication, or creating test scenarios for the exercises

Problem Solving

Typical problems solved:

- Provision of Information Security Services:
- Advisory and planning services
 - Information Security Awareness and Training
 - Threat Intelligence and Risk Management

Types of guidance available for problem solving:

- Guidance documents for problem solving:
- GoA's IMT Policy Instruments
 - GoA's Information Security Management Directives (ISMD)
 - Other Cybersecurity documentation
- Security awareness tools available within the Cybersecurity Division:
- Course authoring tools (i.e. Articulate Storyline 360)
 - Graphic design tools (i.e. Adobe Illustrator, Photoshop)
 - Artificial Intelligence tools (i.e. Copilot, NotebookLM)

Direct or indirect impacts of decisions:

-Depending on circumstances, decisions may impact GoA Staff and/or CyberAlberta stakeholders

Key Relationships

Major stakeholders and purpose of interactions:

Supported Stakeholders:

- The Government of Alberta, including all IMT Sectors, ministries and departments
- In some circumstances, may be directed by the Chief Information Security Officer to support services towards external agencies such as Legal counsel, Law Enforcement, Alberta Public Agencies or other organizations.
- CyberAlberta Community of Interest stakeholders
- Albertans.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

College diploma in a computer, information systems or information security related discipline

Job-specific experience, technical competencies, certification and/or training:

- Related two-year diploma and minimum of two (2) years related experience; related one-year certificate and minimum of three (3) years related experience
- One security certification (CISSP, CISM, CISA, CEH, GPEN, or equivalent) would be an asset, but more importantly, it is expected that incumbents would be working towards certification. Equivalences will be considered.
- Autonomy: ability to work under minimal supervision.
- Communication: excellent verbal and written communication skills are required to present detailed high-quality briefing material to executive management;
- Creative Problem Solving: ability to assess options and implications in new ways to achieve outcomes and solutions;
- Agility: to anticipate, assess, and quickly adapt to changing priorities, maintain resilience in uncertainty and effectively work in a changing environment;
- Develop Self: a commitment to lifelong learning and the desire to invest in the development of the long-term capability of yourself;
- Working knowledge of information security services and how to perform them, along with working knowledge of Cybersecurity tools to help support services including:
 - Information Security awareness and training
 - Incident monitoring, detection and response;
 - Threat and risk identification, assessment, treatment and management;
 - Digital forensic investigations;
 - IMT disaster recovery.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: • Plans for how current situation is affected by	

		<p>broader trends</p> <ul style="list-style-type: none"> • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates the environment for innovative problem solving:</p> <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	

Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)