

Update

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

50027427

Position Name (200 character maximum)

Firewall Operations Lead

Current Class

Systems Analyst Level 3

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

TSO, ISM/Technical Services

☐ Current organizational chart attached?

Supervisor's Position ID

50027414

Supervisor's Position Name (30 characters)

Mgr Firewall and Load Balance

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-03-27

Responsibilities Added:

Administrative update only. Slight wording change in "Why the job exists" to specify additional technologies (Zero Trust) as well as to add specificity regarding the scope of firewalls to be maintained.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Technical Services Unit manages, operates, and evolves the information management technology (IMT) infrastructure and productivity tools, and manages the overall provision of technical services including servers, network, storage, security, data centres and shared IT facilities for the Government of Alberta. This work is done both physically and logically in hybrid data centres existing on government premises and in the cloud.

Reporting to the Manager, Firewalls and Load Balancer Operations, this position delivers technical analysis, design, implementation, support and operations of IMT services and projects. Work performed will utilize IT Incident, Problem, Change, Project, Service and Capacity Management principles to achieve innovative solutions to a variety of complex problems. This position will work with and receive guidance from a team of analysts within the Technical Services unit. Communication with stakeholders and co-workers will be essential in ensuring that project deliverables meet client expectation. This position will use its diverse IT expertise to operate independently on assigned work; this position are subject matter experts in a particular area.

This position is responsible for maintaining network security devices on premise and in the cloud. These will primarily be firewalls (Internal, External, Protected C, Cloud, VPN etc) and Zero Trust Security but may include additional security devices. The Firewall Lead will also be the Service Owner of the Cloud Firewall Service and perhaps other services. The position will be responsible for the service life cycle.

The Firewall Team Lead is expected to support the IT Infrastructure Library (ITIL) approach to IT Service Management and to adhere to GoA Security Directives, Enterprise Architecture Standards and Federal and Provincial Protected A, B and C standards.

This position is a team lead and is responsible for supervising the activities of a group of system analysts reporting to them that are responsible for Firewalls (Internal, External, Protected C, Cloud, VPN etc), Zero Trust and other security initiatives and Managed Server Services.

Finally, the incumbent is required to acquire and maintain an enhanced or where necessary a top-secret security clearance and be prepared to undertake call-out assignments as necessary.

Responsibilities

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

1. Provides information technology development, maintenance and support services to clients by:

- Monitoring and maintaining the underlying technology (i.e. firewalls, servers, storage, appliances and applications) that is supported by the team.
- Planning, scheduling, communicating and implementing changes related to the services/products supported by the team.
- Identifying, organizing, prioritizing and scheduling individual tasks.
- Identifying risks or issues and proactively updating and upgrading the services supported by the team accordingly.
- Preparing service requests and providing background information for vendor/service providers and ensuring that work is performed to standards.
- Mentoring junior analysts with problem solving or technical issues.
- Participating in the implementation of business plans, goals, objectives, strategies and targets.
- Improving service and enhancing customer relations.

2. Provide technical support for various applications by:

- guiding the life cycle for changes or enhancements for applicable information technology services/products in consultation with the Manager.
- Performing on-call rotational activities.
- Understanding, interpreting, transferring, translating and resolving customer, system, application and

procedure requirements or problems relating to various products and services, resulting in improved process functionality.

- Performing regular maintenance, upgrades and administrative functions to improve performance of various systems.
- Maintaining administrative standards .
- Applying change management procedures for any application, environment and enhancement changes, and implementing approved changes as assigned.
- Providing technical assistance, training, guidance and mentoring for less experienced analysts.
- Creating and/or maintaining any current documentation for new and existing systems as required.
- Leading the evaluating, selecting and testing new hardware and software.
- Providing training to users as required.
- Planning and providing information to help Technology and Innovation continually improve the delivery of services and /or develop new service initiatives.
- Support various coordination initiatives, ensuring service and management between bundles is successful.
- Discussing client requirements and/or issues and being able to action that into resolution to the clients satisfaction.
- Managing requests by prioritizing calls/service based on client needs, overall requests and available resources.
- Identifying, organizing, prioritizing and scheduling individual tasks.
- Participating in the implementation of business plans, goals, objectives, strategies and targets.
- Improving service and enhancing customer relations.
- Working with consultants, vendors and support groups.

3. Provide system reporting development and support by:

- Interpreting the reporting requirements that come in through various methods from all levels of clients and users and translating that into a report.
- Maintaining any existing reports as required.
- Maintaining and improving the reporting standards.
- Creating and maintaining database reporting as required.

4. Guide project management/Agile processes by:

- Completing assigned accountabilities in a timely manner.
- May be the technical lead on the project or a member of a cross divisional team. May be acting as a project manager or working with a project manager depending on the scope of the project.
- Identifying, organizing, prioritizing and scheduling individual tasks. Ensuring that any individual tasks stay within the timelines.
- Working with user groups and steering committees to help define project requirements.
- Leading team to help build and design forms and workflows to fit Information Technology Infrastructure Library (ITIL) Standards.
- Assisting or leading with the examination of new technologies with potential application within the Government of Alberta business environment; assessing technology viability through testing or piloting and; evaluating the impact of and opportunities for economic and/or innovative applications in government.
- Assisting and guiding team members with all phases of the project.
- Managing the relationship with the supplier or vendor at the working or operational level to coordinate various activities (i.e. coordinating change requests, service enhancements, troubleshooting problems).
- Reviewing and recommending approval/revision to all change or enhancement requests for the services delivered under the contract.

5. Stays current with technological developments in infrastructure services, cloud technologies and user support practices.

6. Provide mentoring and technical leadership to analysts by:

- Lead complex projects and activities that often involve multiple stakeholders

- Participate in branch planning activities and coordinate with leadership team
- Coordinates service testing, evaluation and recommendations.
- Provide mentorship and assign tasks to junior staff to guide personal development.

Problem Solving

Typical problems solved:

The position will create and maintain new IMT Services used within the Government of Alberta and by the general public. This position will develop a network of colleagues across Technology and Innovation to assist in completing their responsibilities.

Performs problem analysis to resolve systems issues. Performs complex diagnosis of problems, providing solutions within the areas of responsibility, and/or through consultation with business and Client Service Management analysts; coordinates implementation of fixes and enhancements. Will coordinate problem-solving efforts often involving outside vendors and other support organizations.

Adhere to ITIL Change, Incident and problem management processes and procedures within an ICT environment supporting 30,000+ GoA users and hundreds of critical public services requires advanced problem solving skills.

This position will be the final authority on technical issues within their area of expertise.

Types of guidance available for problem solving:

This position is largely expected to work independently, but has some access to resources including:

- management support for staff issues, financial issues, strategy and goals
- expert support from vendor support desks and account teams.
- access to the Internet and vendor knowledge bases

Direct or indirect impacts of decisions:

This position works with minimal direction, applying good discretion when making decisions. Considerable latitude is afforded when making decisions, providing recommendations, planning, initiating and completing work based on business expectations and technology requirements.

Decisions made can impact critical infrastructure service delivery and impact multiple ministries. Key decisions are made during active troubleshooting of an incident and planning and implementing changes to the IMT services. additional key decisions are made during the life cycle management of services to ensure not just availability and security, but also value and continuous improvement.

Key Relationships

Major stakeholders and purpose of interactions:

GoA staff (clients and customers) - Requirements gathering, problem resolution, providing guidance and recommendations.

Technical Services Team Peers (colleagues) - Knowledge exchange, technical assistance, project team interactions

Ministry TSO Peers - building collaborative networks, Information sharing, collaboration for complex service design, implementation and maintenance.

Vendors - Support, research, learning and design.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Computer related discipline, and, or six year of Networking experience.

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

- Positions at this level work with other IT professionals and are assigned to project duties that require thorough knowledge of computer science concepts and methodologies (software, infrastructure, programming, network and mainframe products, and systems management). This theoretical knowledge is typically gained through a post secondary degree in computer sciences or related program and six years of hands on related experience (eight years of related experience is required if an employee has a related diploma).
- Knowledge of Government IT policies and legislation and an understanding of its application on related assignments.
- Ability to plan, develop and coordinate projects on a department or cross-ministry scale.
- The ability to work well in a team environment, lead and mentor junior employees and work within deadline constraints is essential.
- Strong communication skills are required to explain IT concepts, consult with stakeholders and provide guidance.
- The ability to work well in a team environment, take direction, mentor junior employees and work within deadline constraints is essential.
- Strong communication skills are required to explain IT concepts, consult with stakeholders and provide guidance.
- Responsible for vendor liaison and monitoring vendor accountability to existing support contract deliverables
- Provides technical recommendations with regard to capital purchases or refreshes

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from 	

		other areas to solve problems <ul style="list-style-type: none"> • Engages others and encourages debate and idea generation to solve problems while addressing risks 	
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	

Benchmarks

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

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature