

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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 3 (ISO3), this role manages and executes Cybersecurity awareness programs for the Government of Alberta and CyberAlberta. Reporting to the Manager, Stakeholder Engagement and Delivery, this role drives 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 ISO3 position is the senior working level position. The incumbent may be asked to lead a team, an activity or a project relating to information security.

Responsibilities

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

1. Leadership, advice, and planning:

- Act as a service team lead, supervising direct reports assigned to the service team and delegating tasks and service requests to reporting staff.
- Mentor and coach more junior staff.
- Lead or coordinate small project or set of activities.
- Assist in the planning and delivery of the Information Security Programs for the Government of Alberta and/or CyberAlberta.
- Assist in facilitating compliance to the Government of Alberta's Information Security Management Directives.
- Provide information security advice to stakeholders.
- Participate in projects as an information security subject matter expert.
- Participate in the development and implementation of information security policies, strategies, processes and other controls in compliance with Government of Alberta Information Security Management Directives and Standards.
- Participate in the identification of information security requirements, as well as the development of strategies and solutions to meet these requirements.

2. Security Awareness:

- Create and offer compelling and forward thinking content exceeding minimum standards
- Complete regulatory obligations for employee awareness and training
- Construct content around key areas of organizational risk such as social engineering attacks (i.e. phishing, smishing, vishing, etc), data protection, password management, social media and general safe cybersecurity hygiene.
- Create awareness content that is easy to comprehend, regardless of level of Cybersecurity knowledge
- Disseminate cybersecurity awareness content across diverse teams using different mediums including but not limited to written and visual channels (video/images).

3. Track Effectiveness of Cybersecurity Awareness Program

- Measure the effectiveness of the awareness and training programs, make improvement recommendations and execute change.
- Influence and validate metrics used in assessing Cybersecurity program success and report findings to leadership.

4. Stakeholder Engagement and outreach

- Prepare and deliver interactive presentations, sessions, workshops and general awareness training
- Work with other Cybersecurity teams (Threat Intelligence, Risk Management, etc) to align awareness and education initiatives focused on behavioral change.
- Assess Cybersecurity landscape and align awareness program with content relevant to emerging threats and risk

Problem Solving

Typical problems solved:

Provision of Information Security Services:

- Information Security Awareness and Training
- Advisory and planning services
- Threat Intelligence and Risk Management
- Information security Incident Monitoring and Response
- IMT Disaster Recovery

Types of guidance available for problem solving:

Guidance document for problem solving:

- GoA's Information Security management Directives (ISMD)
- GoA IMT Policy Instruments
- Other Cybersecurity Services documentation.

Security Awareness tools available:

- 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 significantly impact GoA staff

Key Relationships

Major stakeholders and purpose of interactions:

Supported Stakeholders:

- The Government of Alberta, including all Technology and Innovation (Technology, Support and Operations, Digital Design and Delivery, 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.
- GoA ministry key stakeholders.
- CyberAlberta Community of Interest stakeholders.
- Albertans.

Leadership:

- Mentor and coach more junior staff.
- May act as a service team lead and supervisor for direct reports on the service team.
- May manage and coordinate projects or sets of activities.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|----------------------------|-------------|-------------------------------|-------------|
| Bachelor's Degree (4 year) | | | Other |

If other, specify:

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

Knowledge, Skills & Abilities:

- **Autonomy:** ability to work independently or under minimal supervision.
- **Communication:** excellent verbal and written communication skills are required to present detailed high-quality material to intended audiences ranging from Albertans to GoA executive management.
- **Systems Thinking:** ability to keep broader impacts and connections in mind.
- **Creative Problem Solving:** ability to assess options and implications in new ways to achieve outcomes and solutions.
- **Drive for Results:** knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders.
- **Agility:** to anticipate, assess, and quickly adapt to changing priorities, maintain resilience in uncertainty and effectively work in a changing and dynamic environment.
- **Develop Self:** a commitment to lifelong learning and the desire to invest in the development of the long-term capability of yourself.
- **Develop Networks:** the incumbent must proactively build networks, foster trust and relationships with stakeholders. This is done by identifying relationships to a broad range of clients, colleagues and stakeholders who are engaged through informal or formal interactions.

- In depth knowledge of information security services and how to perform them, along with working knowledge of cybersecurity tools to perform these services including:
 - o Information Security awareness

Education and Certification:

A university degree in Computer Science, Education, Communication or related, supplemented by at least four (4) years related experience is required. See below for equivalencies.

Equivalencies are: Related two-year diploma and minimum of six (6) years related experience; related one-year certificate and minimum of seven (7) years related experience:

Asset: A security certification (CISSP, CISM, CISA, CRISC, SANS, or equivalent) is an asset.

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: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • 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"/> | Creates the environment for innovative problem solving: <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 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 | |

| | | | |
|----------------------------------|--|--|--|
| | | <p>goals</p> <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan | |
| Develop Networks | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> | <p>Builds trust to fairly represent every party:</p> <ul style="list-style-type: none"> • Uses network to identify opportunities • Establishes credibility and common purpose with a range of people • Actively represents needs and varying groups • Creates strategic impression by inspiring and connecting with values and beliefs | |
| 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](#)