

1 Senior Cyber Security Governance Analyst

Reference Id

LH-07441

Description

This role will support the cyber security Governance, Risk and Compliance (GRC) activities for the AEC's resilience uplift program and will report to AEC Cyber Security. During an electoral event, this role will additionally support any election specific requirements.

Responsibilities

Within the program, the role will be responsible for various cyber functions, including but not limited to:

- Contributing to solution design for security considerations;
- Review and provide recommendations to develop security requirements;
- Develop communications and documentation for senior executive decision making;
- Support the coordination of security assurance processes including IRAP and penetration testing;
- Lead the development of formal security documentation.

Qualifications

Australian Citizen with NV1 Security Clearance holders only need to apply.

Contacts

Please provide –

1. A cover letter – one page pitch to address all criteria specified (this is equal to 5000 characters)
2. Resume of 3 pages maximum.

Evaluation Criteria

- Knowledge of the Information Security Manual, Protective Security Policy Framework and Essential Eight
- Demonstrated experience and capability performing a cyber security GRC role.
- Demonstrated experience managing stakeholder or client interactions to achieve an outcome.
- Demonstrated experience in developing GRC documentation Minimum 5 years experience in related roles is preferred.

Skills

Commonwealth cyber GRC experience is advantageous, though experience in state/territory government or private enterprise will be considered. You will not be performing IRAP assessments or penetration tests, these are performed by external entities under contract. You will help manage these activities. You will be required to develop (including but not limited to) the security documentation required to support an IRAP assessment (SSP, SRMP, SSP Annex – formerly SoA, etc.), as well as authorisation reports and minutes. The AEC has not determined the last acceptable

Hiring organization

AEC

Employment Type

Contractor

Beginning of employment

September 2026

Duration of employment

Initial contract of 12 months with possible one extensions of 12 months.

Working Hours

Extended hours and weekend work are required during key event periods. Extensions are possible depending on proximity to the next anticipated major federal electoral event.

Maximum 45 hours per week. Usually 7.5 hours per day.

Job Location

Remote work from: Full time onsite in ACT. Temporary work from home arrangements will be considered on a case-by-case basis. This is a surge role tied to the delivery of electoral events.

Closing Date

27.08.2026

commencement date. The AEC may opt to wait longer for a particularly strong candidate, however notice periods in excess of 3-4 weeks may be disadvantageous. The AEC views this as a position suitable for a mid-level practitioner and has budgeted accordingly.