Security Documentation Writer Services

Department of Finance: PCS-01477

Description
Finance maintains a number of whole-of-government (WofG) ICT services that may require you to

– Write/update security technical documentation , such as:

- Government Domain Name Administration (GovDNA)
- Intra-Government Communications Network (ICON)
- GovLINK
- Ministerial Communications Network (MCN), includi9ng the National Telepresence System (NTS), Secure Fax (DTS), Telephony, and shared ICT network connectivity at Parliament House
- Government Communication Network (GCN)
- GovTEAMS OFFICIAL and GovTEAMS PROTECTED
- Central Budget Management System (CBMS)
- Parliamentary Workflow System (PWS)
- Directory.gov.au.

– Complete the security documentation required to obtain an Approval to Operate for the re-hosted Shared Budget Workflow System (SBWS) (Tranche 1):

- SBWS is a multiple component workflow application developed on SharePoint 2016. The re-hosted solution will see SBWS recreated in Finance's Azure cloud platform and integrated with Finance's SharePoint Online and Data Platform
- The re-hosted solution will be developed using .net framework in alignment with Microsoft Enterprises Reliable Web App pattern.
- The solution will make use of the following platform services:
    1. App Service Environment V3
    2. Azure SQL
    3. SharePoint Online
    4. Microsoft Fabric
    5. Other Microsoft Azure Services

Finance requires provision of cyber security technical documentation writer to evaluate the Finance Shared Budget Workflow System, determine risks and mitigations, develop security documentation, and support the authority to operate approval of the solution.

Qualifications
You must be a citizen of Australia.

Baseline Security clearance is preferred.

Experience
You must have extensive knowledge of the latest ASD Information Security Manual (ISM), to undertake the following:

- Completion of a System Security Plan (SSP) for the cloud-based solution.
- Completion of the SSP Annex (ASD Template) that describes the controls

Hiring organization
Department of Finance

Employment Type
Contractor

Beginning of employment
10 March 2025

Duration of employment
Twelve months with one twelve-month extension option

Working Hours
Working Remotely or Flexible Working Arrangements from 7:00 am to 7:00 pm Monday to Friday can be negotiated for the duration of any subsequent arrangement.

Hourly Rate
$ 110 - $ 140

Job Location
Remote work from: Australia

10.02.2025

that have been identified and implemented for the cloud-based solution.
- Completion of a Security Risk Management Plan (SRMP) for the cloud-based solutio