

POSITION DESCRIPTION

Position Title	Ecosystem Coordinator
Location	Canberra based
Employment Type	Full time or Part Time
Reports to	Business Manager
Direct Reports	Nil

Our Purpose

The purpose of the Canberra Cyber Hub is to drive jobs growth in Cyber Security. We will do this by:

- Creating an environment in Canberra in which cyber security businesses have the best opportunity to thrive.
- Maximising opportunities for meaningful engagement between cyber security businesses and potential customers.
- Driving growth of skilled workforce.
- Generating increased student demand for education and training programs.
- Facilitating high-quality collaborative research by maximising opportunities for engagement among providers and consumers of research.
- Amplifying the external communications of Canberra's cyber ecosystem.

Position Purpose

The Ecosystem Coordinator assists the Business Manager in implementing the strategies and projects aimed at driving jobs growth in Cyber Security in Canberra.

Key Responsibilities

- Support the Business Manager in delivering projects, coordinating meetings, events and networking functions.
- Work with ecosystem stakeholders to deliver projects.
- Provide secretariat support to Director-led working group meetings, including developing meeting papers, capturing key outputs, drafting meeting notes and progressing the delivery of action items.
- Build relationships with the Canberra cyber ecosystem and key stakeholders.

Selection Criteria

1. A history of developing productive working relationships with internal and external stakeholders to achieve results.
2. High level oral and written communication skills and ability to prepare meeting papers and capture high level key outputs.
3. Excellent organisational skills and ability to assist with event planning and delivery.
4. Enthusiastic with a strong capacity to show initiative and be proactive.

Special Conditions

Out of hours business work may be required to attend / deliver events from time to time. Interstate travel may also be required at times.

Behavioural Competencies

Ethics & Values	Acts ethically; earns trust; promotes social responsibility; promotes environmental responsibility.
Planning & Organising	Sets objectives; plans ahead; uses time efficiently; manages resources; maintains documentation.
Building Relationships	Builds rapport; creates a positive impression; adapts interpersonal style; maintains good working relationships; offers help; builds and maintains networks; develops cross-functional awareness; manages conflict.
Delivering Results	Attends to multiple tasks; stays focussed; shows commitment to the organisation.
Writing	Understands written information; writes with clarity; writes in an engaging style.
Applying Expertise & Technology	Applies functional expertise; communicates using technology; operates job related technology.

Our Organisational How's / Values

Key aspects of the culture of the Canberra Cyber Hub will be:

- Ambition: driving outcomes;
- Innovation: driving growth and change in the sector;
- Collaboration;
- Openness that is respectful of the need for security;
- Respect; and
- Inclusion.