Compliance Specialist

Ready to shape how Council does compliance? Apply now and help us build a secure, connected and future-ready Central Coast.

- Permanent Full Time role
- Wyong based, 9 day fortnight with flexible work conditions
- Join a supportive Information & Technology team where you'll build the compliance frameworks that keep us secure

About the role

As our Compliance Specialist at Central Coast Council, you'll build the protocols, controls and frameworks that keep our IT environment secure, consistent and ready for whatever comes next. You'll also get people talking about compliance, and more importantly, doing it. You'll lead education and awareness initiatives that turn requirements into everyday habits across Information & Technology and the wider organisation.

This position is required to provide quality customer service and create value for the community.

What you will be doing:

- Build and maintain Council's protocols, control documents, IT risk registers and compliance frameworks for current and emerging technologies
- Spot the gaps, review and assess our IT compliance, and drive the improvements that matter
- Lead education and awareness programs that help people understand and embrace compliance
- Run audits, risk assessments and control evaluations to keep our IT platforms secure
- Partner with Information & Technology and teams across Council to get everyone on board
- Report with clarity, sharing metrics and recommendations that keep us transparent and accountable
- Stay ahead of legislation, regulations and best practice, and keep our frameworks fresh

To be successful in this role, you will have:

- A degree in IT, Cyber Security, Governance or a related field, or solid, current experience in a similar role backed by ongoing professional development
- A track record of building and maintaining IT compliance frameworks, protocols and control documents in a medium to large organisation, ideally in the public sector
- Hands-on experience with risk assessments, IT risk registers and keeping up with legislation, standards and emerging technology requirements
- Proven teamwork across functions, so compliance frameworks are consistent and effective across the whole organisation
- Experience delivering education and awareness programs that get people to understand and adopt compliance requirements
- Sharp analytical, problem-solving and reporting skills, with an eye for detail and audit-ready documentation
- Strong communication and stakeholder skills to build relationships, influence outcomes and grow a culture of compliance and continuous improvement

Offer Details

The commencing salary for this position is up to $96.6K. Central Coast Council also provides progression opportunities for employees to progress up to the maximum salary of $112K on completion of assessment of skills and performance plus 12% superannuation

- We have a permanent role available with a 9 day fortnight
- We are able to offer hybrid and flexible working conditions for this role - 2 days from home and 3 days onsite
- This role is located at the Wyong Administration Building

Want to know more?

The contact person for this role is **Ben Murphy, ITIL Cyber and Compliance Lead.** You can contact **Ben** at **Ben.Murphy@centralcoast.nsw.gov.au**

This position will close for applications at **midnight on Sunday, 29 November 2026.**

We will not accept unsolicited resumes or applications being presented by recruitment agencies.



Extra benefits

At Central Coast Council we provide team members with a range of extras that help them balance their life when they need it. Fitness Passports give access to a range of gyms. And an Employee Assistance Program that offers a range of wellbeing initiatives to help you and your immediate family.

Other extras include:

- Long service leave after 5 years of continuous service
- Free flu vaccination program
- Time provided for you to do annual skin cancer screening, Breast screen and blood donations
- Access to professional development with career development and learning programs through various platforms
- We reward and recognise our staff with our Cheers program
- Novated leasing partnerships.

Central Coast Council is ideally located on the northern fringe of Sydney and just an hour's drive from Newcastle, the Central Coast offers one of the best places in Australia to live and work. The Central Coast is one of the fastest growing regions in NSW, the third largest Local Government Area (LGA) in NSW and the 6th Largest LGA in Australia.

Central Coast Council is committed to the goals of equal opportunity employment. We aim to provide a work environment for our employees that fosters equity, diversity and respect.

Council is committed to providing safe environments that protect the physical, emotional, cultural and social wellbeing of children on the Central Coast.

Council may create an eligibility list from this recruitment process and may utilise this eligibility list to fill other permanent or temporary vacancies.

How to apply

We have put together some additional resources to help you apply for a role at Central Coast Council.

By completing and submitting this online application you confirm that any information that you provide in this application is true and correct and acknowledge that any offer of employment may be withdrawn should the information that you have provided in support of your application be shown to be false.

You also consent to employment screening checks being conducted where appropriate. This may include associated checks including reference checks, Working with Children Check, Entitlement to Work in Australia, employment history and an Australian Federal Police Check, as well as substantiation of educational qualifications, industry memberships, previous Central Coast Council employment history and association with professional bodies.

You also acknowledge that you will be required to provide proof of eligibility (including photo identification) to work in Australia if selected for an interview.

To lodge your application, please follow these steps:

1. Click to apply
2. Answer the online questions
3. Attach your resume
4. Attach your qualifications and licences.

Once your application is successfully lodged you will receive an automated response sent to your e-mail address. If a response is not received this means that your application has not been successfully submitted and you will need to lodge another application.

If you require assistance to lodge your application please contact our Talent Acquisition team by emailing recruit@centralcoast.nsw.gov.au to discuss what reasonable adjustments you may need. If you are deaf, hearing or speech impaired, you can contact us through the National Relay Service TTY call 133 677 or Speak & Listen 1300 555 727.

Applicants who are selected for interview will be contacted by phone or e-mail.

You will have the ability to save your application as you go using the 'Save Application' button. You can start an application and return to it later via the automatic follow-up email once you have the time and required information at hand to finalise your application.

If you don't have access to a computer or electronic device, you can lodge your application at any of Council's Library locations. Pre-book a free 1-hour computer timeslot by contacting your nearest library https://www.centralcoast.nsw.gov.au/libraries/our-branches or ask at the enquiry counter.



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