

Cybersecurity Administrator

The Opportunity

British Columbia's Knowledge Network – a provincial Crown Corporation and registered charity – is seeking a skilled and motivated Cybersecurity Administrator to join our Broadcast Engineering & IT team. Within a small organization of 50 employees, this is a pivotal hands-on position supporting the security and integrity of Knowledge Network's data, systems and infrastructure.

Reporting to the Director of Broadcast Engineering & IT, you will have the opportunity to expand, implement, and continuously improve Knowledge Network's security framework. Working with three other team members, your primary focus will be safeguarding critical infrastructure assets, applying your expertise and experience to strengthen our security and privacy practices and build organizational capacity.

You'll make important contributions which will resonate across the organization and develop trusted working relationships with colleagues. Your role will involve frequent collaboration with colleagues in our Streaming Platforms, Philanthropy and Brand teams. As a champion for cybersecurity at Knowledge, you'll ensure compliance and the practical and reasonable implementation of security policies.

A passion for public broadcasting and a belief in the value of Knowledge Network is woven into the fabric of our organization and our people. Your work will ensure the safety and security of our business and make a difference in the lives of British Columbians.

Who We Are:

Knowledge Network is British Columbia's provincial public broadcaster, operating a free and commercial-free television channel in B.C. and streaming services across Canada. The Knowledge brand is unique – we are not selling a product but providing a service rooted in the values of curiosity, commitment, inclusivity and accountability.

Funded by an annual operating grant from the provincial government and donations from loyal viewers, Knowledge Network offers curated programming from all over the world and award-winning Knowledge Originals from BC filmmakers. We provide British Columbians with trusted free and commercial-free content that enriches minds, fosters understanding and contributes to a connected and more informed society.

We respectfully acknowledge the xʷməθkʷəy'əm (Musqueam), Sḵwxwú7mesh (Squamish), and səliwətaɫ (Tsleil-Waututh) Peoples on whose unceded traditional territories our Burnaby office is located.

What You will be Doing:

Cybersecurity Responsibilities

- Coordinate the deployment, integration and configuration of security software in alignment with security and privacy policies.
- In collaboration with an external vendor, use regular system scans to discover, test and track vulnerabilities across the organization.
- Perform regular security health checks on infrastructure and application controls.
- Collaborate with IT team members to prioritize and implement remediation activities.
- Contribute to the development and improvement of organizational security standards, policies and procedures.
- Conduct various security and privacy related assessments (e.g. Privacy Impact Assessments (PIAs), security risks assessments) for new systems to validate requirements, determine risks and provide mitigating solutions and recommendations as needed.
- Together with fellow team members, perform internal assessments to monitor the organization's compliance with its security and privacy policies.
- Administer security access and controls across the organization.
- Respond to cybersecurity incidents and conduct post-event investigations as per organizational protocols, ensuring the application of corrective measure to prevent recurrences and providing guidance to other Departments with regards to remediation requirements.
- Maintain records and metrics of security monitoring and incident response activities.
- Partner with the Streaming Platforms team to advise and assist with the security of our websites and apps.
- Support the cybersecurity education and awareness of staff through ongoing training.
- Support the organization's Privacy Officer in their work on the protection of personal information & meeting the requirements of FOIPA.
- Monitor and verify the security, availability and confidentiality of corporate data.
- Review and assess data loss prevention practices to reduce the risk of information being accidentally or improperly shared.
- Evaluate data systems and processes on a regular basis to confirm they align with organizational policies, privacy requirements, and regulatory standards.

- Track and stay up to date with evolving security standards, newly published vulnerabilities and modern remediation techniques to ensure the organization remains resilient.

Network Infrastructure & Other Related Duties

- Enhance the day-to-day monitoring of the integrity of systems and infrastructure components.
- Together with team members, manage server and network equipment.
- Together with other team members, roll-out regular patches throughout the network.
- Support the troubleshooting and resolution of Helpdesk tickets from across the organization.
- On-call rotation with the other members of the IT team.
- Ongoing learning with regards to the organization's supported software and hardware to enhance your knowledge and skills.
- Perform other duties as assigned and contribute to a spirit of teamwork and collaboration.

What You Bring to the Team:

Experience & Knowledge:

- Bachelor's degree in a computer science related field and experience in information security or an equivalent combination of education and experience.
- Active security certification (e.g. CISSP, CompTIA Security+, CISA, GIAC, CISM).
- Proven experience across a broad range of technologies, including IT infrastructure management, Microsoft 365, AWS and Azure cloud platforms, Windows Server, macOS, Linux, Intune, Active Directory and database systems.
- Knowledge of networking technologies and security infrastructure, including firewalls, endpoint protection, authentication systems, logging and monitoring tools, SIEM platforms, VPNs, and mobile device management (MDM).
- Experience with security monitoring and incident response, including solution deployment and integration, event and log analysis, and threat remediation.
- Experience monitoring SaaS, IaaS applications, and cloud platforms from a security and risk perspective.
- Experience with all aspects of IT security including current technologies, standards, regulations and best practices.
- Deep understanding of cybersecurity risk management, controls and compliance.
- Experience with the installation, configuration, maintenance and problem solving of hardware, software, operating systems, and network components.

- Experience in and knowledge of public sector laws, requirements and regulations related to privacy and security.
- Commitment to the principles of equity, diversity, inclusion and accessibility.

Skills & Abilities:

- Proactive, self starter with effective planning and organizational skills.
- Analytical thinker with a keen sense of judgement, reason and attention to detail.
- Strong communication skills, both written and verbal, to connect with both technical and non-technical users.
- Ability to work independently and manage time and priorities effectively.
- Superior problem-solving capabilities with a focus on delivering positive outcomes.
- Ability to work collaboratively with colleagues across several departments and levels.
- Strong interpersonal skills, maintaining courtesy, empathy and professionalism throughout all internal and external communications.
- Able to manage highly sensitive and confidential matters with tact and diplomacy.
- A genuine passion for public broadcasting and the content that inspires our audiences.

What We Bring:

Knowledge Network is a stable, trusted and inclusive employer. We believe employees are our number one asset. We offer competitive benefits including:

- A Competitive Salary - \$85,882 - \$100,472. *This Compensation Range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired between the minimum and midpoint of the salary range for a job.*
- A Defined Benefit Pension Plan - College Pension Plan with employer contributions.
- Generous Vacation Entitlement - starting at 4 weeks along with 13 annual statutory holidays.
- 100% Employer-paid dental, extended health, vision care premiums for you and your family
- Work-Life Balance - hybrid work option with flexible work schedules available (within our 40-hour work week).
- Wellness supports, including an Employee and Family Assistance Program, lunch and learn seminars, and mental health resources.
- Training and Professional Development funds to support your continuous learning and development.

Put your **KNOWLEDGE** to work.

Knowledge Network is committed to employment equity and building a skilled, diverse workforce that reflects the communities in which we serve. We welcome applications from all qualified individuals and encourage candidates to voluntarily indicate in their cover letter if they are a member of a First Nations group, Inuk or Métis; a racialized person; a person with a disability; a woman; or LGBTQ2S+.

Knowledge Network is committed to developing inclusive, barrier-free selection processes and work environments. If you require accommodations at any point during the application and hiring process, including but not limited to, mental health, physical disability, religious practices or medical conditions, please let us know by contacting hr@knowledge.ca.

If you are passionate about this opportunity and want to contribute your experience and expertise, please submit a cover letter and resume to hr@knowledge.ca, by Friday March 13, 2026. We thank all applicants for their interest; only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada and with the ability to commute to our office in Burnaby.