Information Technology Job Function

IT Information Security Mgt IV
Grade: 58
Job Code: I0458M
Job Family: IT Information Security
Job Family Matrix: IT Information Security Matrix

Summary
Manage comprehensive planning, design, evaluation and implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

Core Duties
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Perform complex procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access, modification, disruption or destruction
- Recognize and identify potential areas where existing data security policies and procedures require change, or where new ones need to be developed (firewalls, intrusion detection, vulnerability scanning, host operating systems, and network devices)
- Weigh business needs against information security concerns and articulate issues to management
- Provide stakeholders and management with risk assessments and security briefings
- Evaluate and recommend security products, services and/or procedures
- Maintain awareness of changes in local, state, and federal laws as well as industry standards, guidelines, and current business objectives of the School and University
- Advise unit/school on questions in support of processes; ensure that user community understands and adheres to necessary procedures to maintain security
- Provide training to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications
- Minimum of five years’ post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards
- Supervisory Experience

Additional Qualifications and Skills
- Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced Information Security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
- IT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC

Physical Requirements

Working Conditions
- Work is performed in an office setting