Information Technology Job Function

IT Information Security Mgt V
Grade: 59
Job Code: I0459M
Job Family: IT Information Security
Job Family Matrix: IT Information Security Matrix

Summary
Lead 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
- Serve as an information security expert in application development, database design, network, and/or platform (operating system) efforts, helping project teams comply with enterprise and IT security policies, industry regulations, and best practices
- Research, design, and advocate new technologies, architectures, and security products that will support security requirements
- Contribute to the development and maintenance of information security strategy and architecture
- Analyze business impact and risk exposure based on emerging security threats and vulnerabilities
- Evaluate and recommend security products, services and/or procedures
- Maintain awareness of legal changes, industry standards, and current business objectives
- Collaborate to continuously improve processes, policies and procedures
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications
- Minimum of seven 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