Information Technology Job Function

IT Information Security Mgt VI
Grade: 60
Job Code: I0460M
Job Family: IT Information Security
Job Family Matrix: IT Information Security Matrix

Summary
Direct the development and delivery of information security standards, best practices, architecture, processes, and systems to ensure information system security across a school or the University. 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
- Lead and manage the design, implementation, maintenance and performance of information security capabilities on networks and systems
- Ensure creation of secure cloud architectures that leverage the right mix of traditional and emerging cloud-specific security controls
- Oversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controls on networks and systems
- Manage development and delivery of relevant IT Security standards, policies, best practices and architecture
- Provide School or University-wide leadership for incident response and digital forensics during security incidents
- Evaluate and deploy new processes and technologies as appropriate
- Evaluate and recommend new processes and technologies as appropriate
- Perform or coordinate risk assessments
- Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University
- Communicate knowledgably on a broad range of technical topics within information security and information technology while advising and interacting with technology specialists in administrative and research areas
- May oversee the budget related to tools and capabilities acquisition within this function
- Coordinate or lead information security awareness activities
- Provide training to clients/staff
- 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
- Minimum three years’ demonstrated highly specialized knowledge of a specific technology
- 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