

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 collaboration, design, development, and implementation of enterprise information security architectures, solutions, and policies. 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, helping project teams comply with enterprise and IT security policies, regulations, and recommend strategic solutions
- Support adoption and expansion of new services that align with Harvard's mission
- Seek opportunities to research, design, and advocate new technologies, architectures, products, policies, processes or procedures that will support security requirements for the university, business partners, and vendors
- Recommend mitigation steps to reduce business impact of emerging information security threats and vulnerabilities
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications

- Minimum of seven years' post-secondary education or relevant work experience
- Supervisory Experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Familiarity with information security concepts, relevant tools and standards
- Knowledge of advanced information security principles
- Demonstrated experience with systems and data query tools
- 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