

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
- Be a thought leader and contribute to School and University-wide Information security strategy
- Be a leader for information security awareness
- Direct the design, implementation, maintenance and performance of information security capabilities to support strategy
- Manage development and delivery of relevant IT Security standards, practices and architecture
- Collaborate to create secure cloud architectures that balance security and business needs
- Oversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controls
- Contribute to School or University-wide security incident response
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- May oversee the budget related to tools and capabilities acquisition within this function
- Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University
- 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

- Minimum three years' demonstrated highly specialized knowledge of a specific technology
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Familiarity with information security concepts, relevant tools and standards
- 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