INFORMATION SECURITY MANAGER

<table>
<thead>
<tr>
<th>Location</th>
<th>Amsterdam or Cambridge</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Head of Digital Services / Deputy CITO</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
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<tr>
<td>Contract</td>
<td>This is a permanent role. If the role is offered in our Netherlands office, it will be offered as a 1-year definite contract with the possibility of an indefinite contract thereafter</td>
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Purpose and Context

The Information Security Manager is responsible for managing information security risk across GÉANT, establishing baseline levels of information security practice and managing and maintaining existing information security processes and controls.

As part of the Digital Services Management Team, they will contribute to the delivery of a cohesive strategy across all disciplines within the Digital Services Team.

The Information Security Manager works with all members of staff and with external contractors and third parties.

Role Accountabilities

The main duties of the role are:

- Managing the development, maintenance and improvement of an Information Security Management System (ISMS) and associated documentation. Organise and conduct internal audits to ensure information security is embedded in the organisation. Ensuring that the outputs of audits are addressed in a timely fashion.

- Managing the response to information security incidents across GÉANT, ensuring that resources and expertise are effectively used to investigate, respond to, and learn from incidents. Ensuring that associated post-incident actions are carried out, and timely reporting is provided to the Deputy CITO & GÉANT CISO (Chief Information Security Officer).

- Providing advice and guidance to the Exec Team and the Digital Services Management Team, keeping them informed of information security issues, developments and changes that impact on GÉANT’s activities.

- Contribute to and, where appropriate, chair the Information Security Steering Committee (ISSC) meetings, and associated ISMS reviews.

- Working with GÉANT’s leadership to develop appropriate information security objectives, and ensuring that they are kept under review. Developing appropriate reporting for different audiences to provide assurances that information security risk is being addressed, that actions are being taken to meet objectives, and to highlight opportunities for improvement.
• Managing and maintaining the information security risk register, assessing a wide variety of risks to information across GÉANT, and providing expert support and advice on implementing controls to risk owners and others involved in the management of risk.

• Leading the development, adoption and promotion of information security policies within GÉANT.

• Establishing a baseline of security controls and practices across GÉANT to ensure that appropriate technical and organisation measures are taken to protect our data, and data entrusted to us.

• Providing leadership and guidance as a subject matter expert on information security. Working closely with leadership, technical specialists and subject matter experts across GÉANT to gain an in-depth understanding of security issues affecting the company, and to develop a consistent and effective approach to information security challenges.

• Building relationships with other teams, divisions and directorates to increase the awareness of information security as a risk to GÉANT, and our responsibilities in tackling these issues.

• Providing advice and guidance on the implementation of new technologies and systems at GÉANT.

• Developing and running a security awareness programme extending levels of awareness across GÉANT.

• Representing and promoting GÉANT at external information security partnerships.

• Line management, development, and mentoring of other members of the Information Security Team. Supporting the development of information security knowledge and skills of other GÉANT staff.

• Providing assistance to other Digital Services functions as required.

• Leadership & People Management – create a supportive and aspirational culture where the team are motivated to achieve and deliver high quality work. Effectively recruit, train, line manage and develop staff in line with GÉANT policies and practices including regular 1:1s and bi-annual reviews. Identify learning and development opportunities including training, coaching and skills sharing to maintain and further improve staff performance.

• Other duties as may reasonably be required

**Working Arrangements**

We are adopting a flexible-hybrid model which means that employees will work flexibly between a remote and office environment. Weekly visits to the office are required for most employees to support our values and collaborative culture and enable our teams to deliver great work. These arrangements will be role dependent and must be agreed with your line manager. For this role we anticipate that you will be required in the office at least 2 days per week. This requirement may change, and you may be required to attend the office on more days per week from time to time or on an on-going basis if the needs of the business change.
Business Travel

Occasional travel within Europe will be required as part of this role.

Experience, Knowledge and Skills

Qualifications

• Degree or equivalent in IT related discipline
• CSSIP or CISM certification (desirable)
• Internal auditing qualification (desirable)

Experience

• At least five years’ direct experience in information security
• Substantial experience of managing security in complex IT and communication systems, services and infrastructure
• Project and change management
• Managing the response to complex IT security incidents
• Contributing to the development and monitoring of security policies
• Supporting the design of critical business systems and their disaster recovery strategies
• Implementing security standards such as ISO27001 (Desirable)

Knowledge & Skills

• In-depth technical expertise of utilising security technologies to support the organisation’s security policies
• In depth knowledge of designing an ISMS and associated security policies and processes as well as their subsequent management
• Strong understanding of security trends and technologies
  Up to date general knowledge and understanding of information and communications technology (ICT) developments and their potential to contribute to the provision of effective and efficient response to business needs
• Ability to explain technical concepts in a language and at a level appropriate to the audience
• An eye for detail particularly in performing quality assurance or auditing duties

Core Competencies and Management Competencies

The core competencies set out below apply to all employees with GEANT.

PROBLEM SOLVING AND DECISION MAKING:
The ability to work with information of different kinds and draw on different types of thinking processes in order to carry out tasks and activities, respond appropriately to issues, develop solutions to problems and make appropriate decisions.
CUSTOMER FOCUS:
The desire to meet the needs of internal and external customers; focusing efforts on discovering and satisfying their needs.

SELF MOTIVATION AND COMMITMENT TO RESULTS:
The willingness to take responsibility for your own area of work (within a team) and the drive and tenacity to overcome difficulties and see things through to successful completion, on time.

INNOVATION AND IMPROVEMENT:
Noticing and seeking out where there are problems or opportunities; proposing creative new ideas and showing the initiative to take action when appropriate.

TEAMWORK:
Working cooperatively and effectively with others as part of an immediate team and across the organisation and wider community, to achieve shared goals.

COMMUNICATION AND INFLUENCE:
The ability to convey information effectively, getting people to go along with you, but also to understand things from others’ perspectives and resolve conflicting viewpoints.

FLEXIBILITY:
Maintaining effectiveness in different situations; the willingness and ability to learn, adapt and change in the light of changing circumstances.

PLANNING AND ORGANISING:
Identifying what needs to be done to achieve objectives and establishing plans and organising resources to ensure effective outcomes (where appropriate in accordance with GÉANT project/product management frameworks).

In addition to the core competencies above, there are the following Management Competencies:

LEADING AND DEVELOPING PEOPLE:
Managers have a critical role in securing the long-term future of the GEANT and are required to provide strong, directional leadership to inspire, motivate and deliver GEANT’s vision. Managers create and drive a high performance culture and are responsible for ensuring that individuals and teams understand what is required of them and why. To achieve this Managers will need to demonstrate the following:

- Know their people, inspire and empower them and invest in their growth and development
- Develop a high performing culture where team members challenge and support each other to constantly perform at their best, actively addressing unsatisfactory performance and behaviour
- Build trust and harness the diversity of the team
- Proactively encourage all team members to develop to their full potential
- Recognise how their style of leadership impacts on the performance of those you manage, the culture of the Council and the outcomes you deliver
- Create a culture of openness and honesty, even during times of ambiguity and uncertainty
LEADING PROJECTS, ACTIVITIES AND/OR TASKS:

Project, Activity or Task Leaders will be responsible for not only guiding the project or activity through a successful execution and completion, but for leading the team that will achieve the desired goal(s). Leaders will motivate the project team when needed and mediate any issues (including interpersonal ones) that may occur during the project or activity.

Leaders will inspire and motivate team members while keeping the project on track. Keeping stakeholders on board is also an important element of being an effective leader. As a project manager, they are not just managing their indirect team, but the expectations of others invested in the project. Strong leadership skills are a necessity.