JOB DESCRIPTION
IT Security Manager, **ISS – Technical Infrastructure Group**
Vacancy Ref: A967

Job Title: IT Security Manager	**Present Grade:** 8P

Department/College: Information Systems Services

Directly responsible to: Head of Technical Infrastructure

Supervisory responsibility for: Information Security Team (virtual)

Other contacts

Internal: ISS Leadership Team (ISS-LT), University Secretary and Compliance Manager, IT Security Operations Group, Head of Networks, Head of Systems, Information Security Trainers, Security Lancaster and the Lancaster Centre of Excellence for Cyber Security, University staff and students

External: Security experts in other HE institutions, JANET Computer Security Incident response Team, UK Security Mailing list members, CISP and CESG contacts

Major Duties:

1. To carry out technical vulnerability assessments of IT systems and processes, identifying potential vulnerabilities, to make recommendations to control any risks identified and to ensure they are implemented.
2. To respond rapidly and effectively to IT security incidents, managing them in a professional manor including computer forensics for evidence gathering and preservation. Appropriate and sensitive handling of effected staff and students and efficient liaison with external and law enforcement agencies when required.
3. To be responsible for the coordination of regular Information Security Reviews in the University and with partner organisations by conducting assessments of faculty and departmental systems, processes and infrastructure and making recommendations to minimize risks identified.
4. To work closely with the Secretariat to assist and provide input to ensure that University policies and procedures for Information Security are effective are adhered to. To be proactive in making recommendations for updates to policies & procedures as required.
5. To provide high quality Information Security guidance documentation and training.
6. To lead by example and provide good security guidance and advice on best practice to service managers, staff at all levels and students of the university and partner organisations.
7. To provide high quality guidance and assistance to departmental staff in research projects with challenging information security requirements.
8. To be the definitive point of contact for all members of the University seeking advice on information security
9. To oversee the ISS information security risk register and carry out actions to mitigate risks identified
10. To liaise with external security agencies where required and ensure that any information requested is provided on a timely and secure basis, to represent the University in Information security fora.
11. To lead and manage the (virtual) Information Security team spanning ISS.
12. To keep up to date with security trends, threats and control measures, to be an active member of the Information security manager communities (particularly those working within HE).
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14. To develop and maintain an excellent working relationship with Security Lancaster and the Centre of Excellence in Cyber Security
15. To maintain high levels of professional conduct, including but not limited to: co-operative engagement in tasks set; the exercising of initiative to suggest, through line managers, improvements to the service provided; and clear and professional styles of communication at all times.

16. To manage other activities that may arise through evolution, growth or restructuring.
17. Such duties appropriate to the grade, as may be directed by the Director of Information Systems Services or nominated representative.

We reserve the right to complete verification checks due to the nature of this role.