

Job Description

Post title: Chief Information Security Officer (CISO)	Post No:
Organisation Unit: Digital Technologies	Date compiled: 8 th May 2019
Grade: Support Head	Hours per week: 37 Weeks per year: 52
If fixed term, state duration:	
Immediate line manager: Director of Digital Technologies	
Designation and grade of any staff supervised by the postholder: None	
Job purpose:	
<p>Reporting to the University's Director of Digital Technologies, the Chief Information Security Officer will lead and own the University's information security strategy, drive and be accountable for a comprehensive approach towards information security across all areas of the organisation. The post holder will advise the University at a strategic level on existing and emerging threats and establish and lead the IT security organisation within the University, managing the risk to the University's IT facilities and maintaining awareness of both internal and external threats.</p>	
Principal duties and responsibilities :	
<ul style="list-style-type: none"> • Leads and owns the information security strategy for the University. Provides ongoing leadership to the organisation on matters relating to Cybersecurity; • Ambassador for Cybersecurity across NTU, increasing awareness and taking accountability for information security and management amongst key user groups. Influences and drives positive behaviours around information security; • Contributes to overall business technology planning, providing a current knowledge of and future vision for security technology and systems; • Develops, implements and monitors a strategic, comprehensive enterprise information security and IT risk management programme. Drives and owns the approach to information security risk; • Leads cross University information security activities, managing the information security risk to IT facilities from internal and external threats. • Develops and enhances an information security management framework; • Acts as a Partner to business stakeholders across NTU, raising awareness of risk management concerns; facilitating risk assessment and management processes. • Understands and interacts with the wider Digital Technologies function to ensure the consistent application of policies and standards across all technology projects, systems and services; • Maintains relationships with Heads of College, Schools and Professional Services departments to enable an understanding of the University's IT landscape; • Works with key staff within Digital Technologies; • Defines, scopes and executes Data Security strategies enhancing the reliability and security of the IT systems, projects and underlying data at NTU; • Drives external supplier strategy management, ensuring alignment between security stance of NTU and that of the vendor base; • Frequents and represents the University at national and international information security networks, seeking best practice examples and opportunities to share these; • Establishes and maintains relationships with counterparts at comparable institutions to achieve an understanding of the common risks and best practice; • Liaises with external regulatory and law enforcement agencies on IT security issues; 	

- Supports the internal auditors to assist them in producing an audit programme that matches the needs of the University;
- Owns, manages and develops appropriate information security policies, procedures, controls and the overall information security governance framework.

Special requirements:

All staff are expected to comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	John Murphy	Date May 2019
Approved for department by	Steve Denton	Date May 2019

See also

[JD Guidance Notes](#)