University of Edinburgh

Job Description

1. Job Details-BG5

Job title: Audit & Security Manager

School/Support Department: Computing Services

Unit (if applicable):

Line manager: Director of Computing Services

2. Job Purpose

To provide advice (guidance and leadership) to allow the policies of the University in relation to the security of and access to computing facilities to be developed and to ensure that they are fully implemented.

To provide regular reports to the Director of Computing Services on these policies and any other matters of concern.

3. Main Responsibilities

1. To manage the risk to the University’s IT facilities from internal and external threats.

2. Provide specialist advice and support to the University on IT security.

3. Continuously assess future/imminent threats to the IT security of the University

4. Ensure virus and other malware threats are managed effectively within the University.

5. Write, promote, monitor and maintain the University’s policy on IT security and acceptable use.

4. Planning and Organising

Monitoring security threats and vulnerabilities.
Providing security incident management and handling through membership of the Incident Response Team.
Conducting confidential computer forensics examinations where alleged misuse, copyright or legal breaches have taken place. Reporting on the examinations to the appropriate University disciplinary officer.
Defining policy, standards and guidelines.
Tenacity required to ensure completion and follow-through on issues even under extremely adverse conditions.

5. Problem Solving

Clear analytical thinking, able to handle complex situations and distil to a clear understanding.
6. Decision Making

Consider all alternatives objectively and logically and convince others to influence decisions. Distinguishing those issues which are critical and prioritising accordingly. Effectively judges when to involve others with specialist skills. Moderates the technical elegance and completeness of solutions with practicality and pragmatism.

7. Key Contacts/Relationships

Membership of committees and working parties. Contact with all members of the University, including students, on all matters of IT security including breaches and implementation of preventative measures. Close contact with EUCS and MIS to influence and establish preventative measures to ensure an adequate level of security. Liaison with external regulatory and law enforcement agencies.

8. Knowledge, Skills and Experience Needed for the Job

A high level of analytical, interpersonal, negotiating and persuasive skills is required. An ability to quickly analyse complex technical situations and present them to management in understandable and concise form, both verbally and in writing. A broad based experience of IT and security aspects for a period of at least ten years is likely to be required to fulfil this role.

9. Dimensions

All users of IT resources are affected by decisions made in respect of IT security policy and acceptable use policy. Full responsibility for a budget of £6000.

10. Job Context and any other relevant information

A significant aspect of the role is to be able to operate on behalf of the Director, EUCS on matters requiring a high degree of confidentiality without direct supervision. The role demands operation in a technically complex and fast changing field requiring forward thinking to anticipate and pre-empt issues.