

Job Description – IT Security Manager

Position Details

Position Title:	IT Security Manager
Division/ Centre:	Operations
Department:	ITS
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV8
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

Position Summary

As a key member of the ITS Team, the IT Security Manager supports the function across the global identification and work-to-resolution of cyber threats that may impact on the availability and integrity of RMIT services.

Drawing upon their strong cybersecurity technology experience solid background in cyber Architecture and Design, this position provides strategic support and advice across technology projects and Business as Usual (BaU) operations.

The incumbent is also expected to configure and run security tools to measure, manage and report on the state of Information Security across the enterprise; including the analysis and resolution of cyber incidents.

Reporting Line

Reports to: Service Delivery Manager, ITS

Dotted report line: This position works very closely with the Chief Information Security Office team in Melbourne

Direct reports: One direct report – IT Security Analyst

Key Accountabilities

- Provide strategic input, advice and support operation / remediation teams with the configuration of Information Security controls across the operating environment;
- Lead the Vietnam IT Security team including mentorship and professional development of team members and ensuring the team collaborates with optimum efficiency and is aligned with the global Chief Information Security Office team in Melbourne;
- Develop, implement effective adherence to the operation of the RMIT Identity Management policy and practices and the RMIT Security Policy and practices;
- Ownership and management of digital identity roles, standards for authentication, encryption and lifecycle maintenance age;
- Manage Identity and Security Management systems and processes in line with the RMIT policies and practices, ensuring that critical services such as user provisioning, role changes, security logging, user de-provisioning and IT projects are delivered in a timely and reliable manner
- Lead monitoring of capability of cybersecurity environmental threats; including periodic cyber technical compliance reporting of our operating environment;
- Manage incident planning and response as well as the investigation of security and identity breaches, and assist with any disciplinary requirements associated with such breaches
- Ensure that comprehensive IT risk management processes are applied to identify, analyse, mitigate, manage, monitor, and communicate IT risk
- Collaborate with relevant operational teams in the development and maintenance of security standards for the build, configuration and hardening of operating environments
- Member of RMIT's Global Computer Security Incident Response Team (CSERT)
- Manage the effective Vietnam operation of technologies supporting the Cybersecurity function (e.g., Threat Management; Identity Management and Threat Intelligence technologies and processes)

Key Selection Criteria

1. A tertiary qualification in an IT related discipline
2. At least five years of experience in a similar position, with extensive experience with large scale IT Security Operations practices
3. Evidence of industry recognised IT security certification (examples CISSP, CISM, CCISO)
4. Experience in working with legal and compliance documentation.
5. Demonstrated ability to manage, motivate and lead a team
6. Significant subject matter knowledge and expertise across cybersecurity technologies (e.g., Threat Management / Intelligence; IdM; UaR)
7. Highly developed interpersonal, communication and conflict negotiation skills, with the ability to liaise effectively with internal and external clients, in order to identify and solve issues, including extensive experience in stakeholder management including conflict resolution
8. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS with a score of at least 6.5 (BULATS 75) (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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