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## POSITION DESCRIPTION

# Deputy Chief Information Security Officer

Faculty/Division

Division of Operations

Classification Level

Professional TFR

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Position number

ADMIN ONLY

Shiftwork status

NOT SHIFTWORKER

Allowances

NOT APPLICABLE

On call arrangements

NOT APPLICABLE

Original document creation

29 July 2024

### Position Summary

The Deputy Chief Information Security Officer (Deputy CISO) is a senior leadership role within the University's Cyber Security team. The Deputy CISO assists the Chief Information Security Officer (CISO) in developing and implementing the overall cyber security strategy, policies, and procedures. This position plays a critical role in safeguarding the University's information resources, ensuring compliance with regulations, and managing cyber security risks.

The Deputy Chief Information Security Officer reports to the Chief Information Security Officer and has four direct reports.

### Accountabilities

Specific responsibilities for this role include:

- Collaborate with the CISO to define and execute the cyber security vision, strategy, and roadmap.
- Lead the development and implementation of the cyber security risk management framework.
- Lead the definition and implementation of a cyber security engagement, risk awareness and training program.
- Lead the coordination of cyber security objectives with related University delivery functions, including but not limited to: Technology service delivery functions; Legal and Privacy; Records Management; Procurement; Learning & Development; Data Management and Governance; Enterprise Risk Management; Research Infrastructure; International Engagement & National Security; Conduct & Integrity; Recruitment
- Manage the day-to-day operations (including budgetary management, and financial approvals in

line with delegation) of the following cyber security functions: strategy; governance; architecture; risk advisory; engagement and awareness; risk management; compliance; controls assurance and testing.

- Manage the cyber security governance arrangements associated with the University's ISO/IEC 27001 certification.
- Manage the cyber security function's risk and control measurement and reporting obligations.
- Oversee and develop relationships with external partners, vendors, and regulatory bodies.
- Manage the Cyber Security function's participation in relevant audits, assessments, and compliance activities.
- Deputise for the CISO by agreement.
- Represent UNSW in industry forums to provide thought leadership across the sector.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

### **Skills and Experience**

- Bachelor's degree in cyber security, Computer Science, Information Technology, or a related field with extensive experience in a senior cyber security leadership role.
- Significant experience in formulating and implementing cyber-security strategy in complex organisations.
- Significant experience in managing delivery of cyber security services in a complex organisation.
- Excellent written and verbal communication skills.
- Strong knowledge of cyber security, IT service management and technology architecture frameworks (e.g., NIST, ISO 27001, COBIT, ITIL, TOGAF).
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Strong interpersonal, communication and negotiation skills including ability to develop effective relationships and influence key stakeholders at all levels in the organisation.
- Demonstrated high level of personal motivation, resilience, and ability to work effectively individually or in teams.
- Detailed understanding of cyber security risks in the context of cloud security and emerging technologies.
- CISSP, CISM, or other relevant certifications.
- An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position**

- Verification of qualifications

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.