



Position Descriptions

KING & WOOD
MALLESONS

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| Position Title: | Head of Information Security |
| Career level: | Head of / Director / Senior Manager |
| Supervisor: | Chief Information Officer |
| Shared Services Team: | Technology |
| Centre: | Sydney |

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King & Wood Mallesons requires partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

King & Wood Mallesons is an Equal Employment Opportunity (EEO) employer and requires all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment.

Position Summary

King & Wood Mallesons is committed to ensuring the confidentiality, integrity and availability of our information and technology assets. The management and control of all information is of critical importance to our clients, our business and our staff.

The Head of Information Security is responsible for leading and managing the Technology Security Team and the firm's Information Security Program.

This role is part of the Technology leadership team and also works closely with the Executive Team, the Risk Team and the IT Governance Committee to ensure the integrity and availability of the firm's information and technology.

Your key responsibilities

- Develop and implement an information security vision and strategy that is aligned to the firm's priorities, risk appetite and regulatory obligations
- Drive cultural change to raise awareness of information security across the firm
- Lead and manage the strategic planning, delivery and management of all information security strategies, systems, policies, procedures and improvements
- Oversee the development of, and adherence to, the firm's information security policies, standards and procedures
- Assess new or increased information or technology security risks and escalate and remediate appropriately

- Prepare and communicate information security reports, briefings and advice to key stakeholders including the firm's Board, the Executive Team, the Risk Team and the IT Governance Committee
 - Oversee responses to client security audits, questionnaires and queries
 - Prepare and submit required reports to external and internal auditors
 - Oversee the development and delivery of an information security education and training program for staff and key stakeholders
 - Review results of penetration tests and other internal and external audits to remediate adverse findings and make recommendations to mitigate risk to the firm's information and technology systems
 - Develop and manage incident reporting and response processes and systems to track security incidents (breaches and outages) and respond to security policy violations or complaints
 - Develop and implement an ongoing information security risk assessment program
 - Keep up to date with the latest information security, data protection and privacy legislation, regulations, advisories, alerts and vulnerabilities
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Your Key Relationships

- CIO
 - COO
 - IT Governance Committee
 - Executive team
 - The Board
 - Technology teams
 - Risk and Audit Committees
 - Other Shared Services teams including General Counsel, Risk, Business Services, People & Development
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Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

People: Respectful and supportive interactions that lead to firm high performance | Building effective teams by empowering and coaching people | Leading through collaboration and accountability

Clients: Consistently delivering superior client service | Becoming a trusted advisor through deep understanding of the client | Building strong and enduring client relationships | Adapting flexibly to a changing environment to meet client needs

Firm: Application of technical knowledge to advance the client's commercial objectives | Development of legal and industry/sector expertise | Effective practice and project management | Building your professional reputation | Achieving financial and cost targets | Commitment to continuous improvement through innovation | Applying business acumen in pursuit of opportunities for the firm and clients | Effective workload and project management

Financial: Applying business acumen in delivery of service to clients | Achieving business, project and budget goals | Commitment to continuous improvement through innovation

Skills and Attributes

Qualifications and experience

- Tertiary qualification in technology or a related discipline
- Industry certification as a security specialist (desirable)
- Experience in technology and/or information security leadership role
- Excellence in project management, verbal and written communication skills
- Experience of disaster recovery and business continuity planning
- Experience in managing security in a range of technology environments
- Experience with industry leading security (and cyber security) products and services

Other attributes

- Strong leadership, influencing and stakeholder management skills
- Business insight
- Ability to assess risk (both current and future risk) in the context of the firm's business environment, priorities and risk appetite
- Ability to explain technology and information security risks commercially (in terms of business exposure, reputational impact and financial risk)
- Responsive to business need
- Comfortable with a rapidly changing environment
- A strong understanding of and experience in information security and information technology
- Strong communication skills (both verbal and written)
- Strong strategic planning skills
- Strong financial skills
- Strong organisational skills
- Strong information security industry knowledge and networks
- Ability to design and deliver information security awareness programs and communications

Our Vision & Values

Our vision

'To be the #1 law firm in Asia'.

Across our firm we have **values** that guide us and that we aspire to live up to

Client centric
Dynamic and entrepreneurial
One team. One firm
Excellence and innovation
Stewardship
Global perspective

.....these are the same whichever part of the firm you work in, in all countries.

As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM's performance evaluation, development and progression processes.