



**Dublin City University**  
**Information Systems Services**  
**Compliance Manager**  
**(Permanent Contract)**

**General**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

**Role Summary**

Responsible for the Governance, Risk and Compliance (GRC) function within the Information Systems Services Department and reporting directly to the Director, the Compliance Manager for GRC will be responsible for the design and implementation, and management of ISS's GRC program. S/He will be a core member of the ISS management team and well-versed in legal guidelines and corporate governance best practices associated with the delivery of IT services within a University environment. S/He will collaborate, on behalf of the Director, with key stakeholders across the University, including Campus Companies, to ensure information security compliance, assist with the development/maintenance of IT related policies, procedures, standards, best practices and action plans.

A professional of high ethical standards the Compliance Manager will act as an advocate for information security and risk management, and will have responsibility for the overall coordination and maintenance of the ISS risk management process. S/He will support the ISS Director in addressing governance issues relating to the Risk Management process, the tracking and reporting on the Portfolio of Projects, and the coordination of IT audit activities, including the provision of follow-up reports to Internal Audit and Risk Management offices and the GA Audit and Risk Committees.

S/He will also work closely with other members of the ISS management team in the planning, development, delivery and review of the services and activities supporting the definition and achievement of the ISS strategic objectives in support of DCU's strategic objectives.

**Key Accountabilities / Core Job Responsibilities**

- Lead initiatives to effectively manage GRC associated risk management strategies that utilise the frameworks established within DCU.

- Provide leadership through strong working relationships and collaboration across ISS and other key areas to develop strategic goals for IT compliance and risk mediation.
- Lead in the identification, collection and management of Quality Metrics related to various IT control areas including, but not limited to, IT Portfolio management, Risk management process, IT Audit related activities and legislative compliance.
- Provide assistance in the development and maintenance of policies, procedures, and other guidance documents that provide compliance with regulatory requirements and University policies and standards.
- In conjunction with the appropriate members of the ISS management team develop and maintain the ISS Incident Management Plan
- Develop and maintain, and take overall responsibility for the operation of standard operating procedures (SOPs) to ensure the security of information managed by ISS and compliance with data protection controls around IT systems and processes.
- Provide advice and support to staff across ISS in respect of information security / data protection issues and co-ordinate any required training initiatives.
- In the context of IT compliance work with members of the ISS management team to support operational change control process and provide oversight and compliance approvals of project deliverables; IT change requests and IT issue reports.
- As required, utilise professional networks, to follow or lead the development of IT standards, tools, and practices of relevance to the University.
- Collaborate with key stakeholders in the management of agreements that reflect the interests of IT, business partners and the University, including service level agreements, contract renewals and adherence to vendor management policies.
- Manage, track and report regularly on the programme of major projects being undertaken by ISS on behalf of the University. This includes the regular reporting of performance against agreed programme/project timelines, scope, deliverables and project ROI.
- Take responsibility for the oversight and preparation of project status reports by collecting, analysing, and summarising information and trends.
- Initiate, review, or approve modifications to project plans and an agreed programme of projects.
- Develop and continual enhance a professional programme/project administration and management process within ISS, and provide support and direction as required.
- Enhance project management and IT governance excellence by focusing on process improvement and re-engineering opportunities.
- Continually develop knowledge and expertise to effectively monitor the activities of ISS to ensure compliance with required standards/legislation.
- Take responsibility for the relationship with DCU's Internal Audit, and manage the process for conducting IT audits in association with Internal Audit and the appointed external auditors.
- Represent ISS on relevant University committees, at sectoral meetings, working groups, conferences, seminars, etc. as agreed with the ISS Director.
- Contribute to the development, implementation and monitoring of the Department's processes and procedures, and overall performance in respect of strategic objectives / plans.
- Participate in the submission of, and contribute to proposals to attract future funding in strategically relevant areas.

It should be noted that the above list of duties is not exhaustive and other duties and responsibilities may be assigned to the post holder from time to time.

### **Qualifications and Experience**

Candidates must hold a primary degree in computer science or related field and a minimum of ten years' experience in information technology roles demonstrating technical and professional development. The candidate must have significant programme/project management experience ideally working in a higher education environment, and competence/experience in the areas of risk analysis, IT audit and security management for data, information and applications. The successful candidate must be able to demonstrate the ability to work with a diverse group of stakeholders to manage the evaluation and implementation of new practices to improve the overall IT compliance program, and to build professional relationships with internal and external constitutions to achieve results.

In addition the successful candidate will have:

- Excellent interpersonal, verbal and written communication skills with experience of working, collaborating and establishing credibility and relationships at all levels, and an ability to translate technical language to common language for non-technical users.
- Strong knowledge of IT Controls and Audit processes and the ability to provide audit responses to internal and external audits in a timely manner.
- Experience with conducting risk assessment and knowledge of current industry good practice.
- Excellent administrative skills while assuming personal responsibility for, and delivery on, agreed objectives/goals.
- IT expertise necessary to carry out the role to a high standard and share this with others
- Programme management skills and experience of leading IT projects or change initiatives in a large organisation.

### **Remuneration**

Salary Scale: €51,477-€73,097

**\* Appointment will be commensurate with qualifications and experience**

### **Closing Date**

19<sup>th</sup> February 2018

### **Application Procedure**

Informal enquiries to: Barbara McConalogue, Director of ISS, Dublin City University. Email: [Barbara.mcconalogue@dcu.ie](mailto:Barbara.mcconalogue@dcu.ie) Tel: +353 1 700 8496

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: **Job Ref #785 Compliance Manager-ISS**

Applications should be submitted by

email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9, Ireland. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie). Applications must arrive on or before the closing date.

**DCU is an Equal Opportunities Employer**