



Information Systems Services (ISS)

Security Officer

Admin Assistant

Permanent

Background:

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. DCU is Ireland's fastest growing university and its next phase of major expansion involves strategic investments of more than €0.3bn, including a €0.2bn campus development plan.

Through its mission to transform lives and societies through education, research, innovation and engagement, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, DCU is renowned for its commitment to innovation and entrepreneurship and its proactive engagement with the enterprise sector. It consistently leads the Irish university sector in terms of Intellectual Property (IP) licenses and contributes strongly to the national innovation ecosystem through DCU Ryan Academy for Entrepreneurs and DCU Alpha (the university's Innovation Campus).

DCU's information and IT Systems support the significant businesses of the University. It is critical therefore that DCU adopts a strategic approach to identifying, quantifying and managing the risks associated with maintaining the security of the University's IT systems thereby ensuring the Confidentiality, Integrity and Availability of the University data and the supporting IT systems. A critical resource in ensuring and organisations Information and System Security is the role of a Systems Security Officer.

Post Summary:

The Systems Security Officer will report to the Enterprise Architect and will work in close collaboration with the IT Compliance Manager to monitor and manage the operation of security enforcing systems and best practice across the University IT Services environment. S/He will participate in security related service management processes (security incident, change and problem management) and contribute to the definition and improvement of IT Security policies and operational procedures.

Candidates will have at least 5/7 years' experience working in a challenging IT environment. S/he will have strong technical experience of a broad variety of platforms and must demonstrate a good customer focus with the ability to implement proper system security controls, metrics and performance indicators for IT systems and service security. Candidates should display good communications skills and, while demonstrating strategic ability, will be a hands-on individual with good interpersonal skills.

Roles and Responsibilities:

The roles and responsibilities of this role include:

- IT Systems Risk Assessment and Risk Treatment Planning.
- IT Security Education and Awareness Training.
- Contribute to Business Continuity & Disaster Recovery Planning
- Regular System Security Testing e.g. Quarterly Vulnerability Assessments, Biannual Security Audits, and Annual Penetration Testing
- Contribute to regular Security reporting to management, auditors, etc.
- Incident Response, including incident handling, digital Forensics, e-Discovery etc.
- Miscellaneous Security advice and consultancy as required.
- Miscellaneous Security Implementation as requires, ensure security configurations are deployed correctly across multiple technologies
- Ensure security events are monitored and captured
- Provide first level analysis of security events, ensuring the events is recorded and categorised correctly

Person Specification:

- Experience as an IT professional – especially in the area of system security monitoring and compliance.
- A proven track record of maintaining a system security service and implementing and enforcing security policies in a large institution or organisation. Specifically proven experience in having dealt successfully with security incidents.
- Experience of creating, managing and providing appropriate security training.

- Up to date knowledge of key security technologies including encryption, vulnerability and penetration testing, compliance checking, anti-virus, firewall, other perimeter security and intrusion detection technologies as well as security event and incident management and monitoring.
- Demonstrated ability and experience in establishing, tracking, measuring and weighing information security risk.
- Good presentation skills and the ability to deliver persuasive and accessible presentations to - specialist staff at all levels within the IT organisation.
- High level of technical planning and infrastructure deployment experience.
- Strong technical knowledge and appreciation of IT principles including regulatory, legislative and industry practices

Salary: €34,971 - €52,268 per annum

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Admin Assistant salary scale in line with current Government pay policy*

Closing Date: 17th August 2018

Informal Enquiries: Informal enquiries should be addressed by email to Barbara McConalogue (barbara.mcconalogue@dcu.ie) Director, Information System Services, Dublin City University, Dublin 9, Ireland.

Please do not send applications to this email address, instead apply as described below.

Application procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line:

Job Reference #964 Security Officer – Information Systems Services (ISS) DCU

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer