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# Example of Information Protection Job Description

Our company is looking for an information protection. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for information protection

* Collaborate and provide guidance on information protection matters
* Work with regulators and internal business leadership to maintain internal and external information protection requirements
* Provide advice and recommendations regarding information protection controls to IT projects throughout the lifecycle, including management of the risk assessment methodology and documentation
* Perform privacy compliance reviews, provide privacy advice on third party contracts and completion of 2010 model clauses
* Working with the leadership team to support business development opportunities
* Taking an active role in developing the privacy practice through various means such as eminence, article writing, proposition and service development
* Prepare, review, and maintain Information Protection Program’s manageable work efforts
* With oversight from Information Protection Leadership, collaborate with subject matter experts to identify best practices and develop strategies to implement across divisions and facilities to drive maturity and standardization
* Conduct high level analysis of evidence and related data to identify areas of opportunity to mature Information Protection program and processes across the enterprise
* Plan, organize, and co-lead conference calls, targeted training, Q&A sessions, and coaching sessions as needed

## Qualifications for information protection

* Proven ability to build relationships and to influence individuals at all levels in the organization, with external vendors and service providers
* Current Secret clearance (investigated within the last 5 years) - US Citizenship Required - Applicants MUST include their Security Clearance Level, Investigation Type and Investigation Date clearly on their resume
* Creative thinker, always looking for a “better way” to deliver value
* Minimum of 5 years' experience in IT or Information Security
* Have an understanding and working knowledge of regulatory and audit mandates to ensure environments meet PCI, FFIEC, SOX and corporate standards
* Minimum six years of progressive global data protection and information management strategy experience