



Example of Business Information Security Job Description

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Our innovative and growing company is looking to fill the role of business information security. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for business information security

- Serve as the first point of contact and escalation for all business information security matters
- Works with information security leadership to develop strategies and plans to enforce corporate information policies and address identified risks
- Assists in the coordination and completion of information security related documentation
- Assist with building relationships and engaging frequently with business stakeholders and senior management on current issues and overall status of the information security program
- Work with the Business to develop processes and procedures to ensure information security policies and standards are integrated in order to facilitate understanding, answer questions and identify potential hindrances or challenges
- Assist in conducting an information security business inherent risk assessment that focuses on identifying new cyber-related business risks and validating the applicability of previously identified risks
- Identifies and documents information security strategies, objectives and drivers
- Analyzes and documents information security processes and metrics, and identifies improvement opportunities
- Lead the tracking of key Information Security initiatives
- Create and maintain application test vulnerability and risk assessment

Qualifications for business information security

- Confidence to defend processes when challenged, ability to upwardly manage challenging stakeholders and their expectations in a diplomatic way
- Ability to present security topics to a non-technical audience and present the business value of security
- Experience of project/programme management and business change management processes
- Track record of success in problem solving
- Confidence with technology and a desire to improve existing processes and workflows
- Strong Microsoft Office skills (PowerPoint, Excel, Word, Visio)