



# Example of Incident Management Job Description

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Our company is looking to fill the role of incident management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for incident management

- Sets Goals and Objectives for staff and self, always improving
- Maintain internal metrics tracking and trending for all appropriate data regarding MIM Personnel and overall incident metrics
- Manage human resource related functions including coaching, training, Objectives and Key Results (OKRs), hiring candidates and staff terminations
- Manages MIM quality requirements to ensure appropriate technical and management bridge leadership, documents and communicates to IT and users, maintains MIM contact lists and drives incidents to closure
- Conducts high level analysis of systemic and recurring issues
- Manages SOPs, work instructions, checklists and various other documents
- Assessing compromises
- Forensic log review from varying security technologies
- Perform authoritatively in the role as an incident management subject matter expert and lead customer personnel in responding to incidents
- Work with minimal supervisory oversight

## Qualifications for incident management

- Candidates with a law degree may apply, but it is not required for this position
- Bachelor's degree in Computer Science or Engineering or Information Technology or the equivalent combination of education, training, or work experience
- 1-2 years on Security Operations Center (SOC) environment experience with

- Dedicated monitoring and analysis of cyber security events with provided tools
- Reported events handling and escalation
- Incident Report generation and reporting