



# Example of IT Security & Compliance Job Description

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Our company is searching for experienced candidates for the position of IT security & compliance. 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 IT security & compliance

- Play a key role in security reporting & metrics, leading to risk reduction, trending and overall security posture improvements
- Leverage existing security standards to measure IT performance and compliance
- Oversee and lead implementation of strategic initiatives to improve and streamline Firm mission critical processes within the IT Compliance domain, including third party oversight and continuous monitoring of security operations
- Analyze, assess and recommend cyber security controls for FedRAMP compliance
- Perform project and program management for cybersecurity initiatives
- Work in a consultative manner with internal teams and provide guidance on security topics
- Develop and maintain an enterprise information security program to include centralizing and monitoring security and compliance responsibilities
- Establish and maintain relationships with key business and department leaders
- Provide guidance to IT and executive leadership, and recommend technologies related to the monitoring and enforcement of IT security controls
- Maintain organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information security and

## Qualifications for IT security & compliance

- Solid understanding of various IT technologies and how they relate to IT security and compliance and other business processes
- Knowledge of internal IT organization including support teams, key leaders and Sr
- Certified Archer Administrator / Advanced Administrator
- Exceptional written and verbal communication skills are required for this role, with writing ability being a key qualification
- 5+ Years' conducting information security control assessments or audits
- Must possess strong oral and written communication skills is essential to assist in maintaining documentation, updating manuals, and producing reports