



# Example of Security Manager Job Description

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

## Responsibilities for security manager

- Ensure that all CCTV operations run smoothly in accordance with CCTV legislation/law
  - Work closely with project team members to make sure that applicable security and privacy requirements are incorporated in standard operating procedures and other controls implemented for the project
  - To ensure integrity, accuracy and confidentiality of all information gained by compliance with quality standards and legislation, whilst preserving the rights of the individual
  - Management of all costs, including internal and sub-contractors, timesheets and budgets in line with company procedures
  - Liaise all technical, electronic, CCTV camera and faults to the Helpdesk
  - Manage all sub-contractors and CCTV element of contract in it's entirety, ensuring compliance with both the contract and SLAs
  - Analyze project operations, systems, data, and operating environments to determine appropriate privacy and security practices and corresponding controls
  - Translate statutory and policy obligations into implementable privacy and security requirements
  - Produce privacy and compliance documentation, including Privacy Impact Assessments, risk analyses, incident reports, and related artifacts
  - Produce security documentation, including a security management plan, contingency plan, and incident response plan
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- Experience of ISO 27001 security audits/compliance audits, (ISO 27001 Lead auditor certificate required, CISA a plus)
- Ability to work well under time pressure and act as part of the team
- Master's Degree in Criminal Justice or a related area and/or 3 plus years of commensurate work experience in operational risk management
- Minimum of 10 years of corporate security experience
- Strong written and verbal communication skills along with excellent leadership skills that encourages empowerment and ownership within the team and organization
- Developing the security policy and the regulations updated annually