|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – CYBER RISK MANAGER** | | | | | | |
| **Sector** | Infocomm Technology | | | | | |
| **Track** | Cyber Security | | | | | |
| **Sub-track** | Governance Risk and Control | | | | | |
| **Occupation** | ICT Security Specialist | | | | | |
| **Job Role** | **Cyber Risk Manager** | | | | | |
| **Job Role Description** | The Cyber Risk Manager guides the assessment of information and cyber risks associated with technology initiatives and provides recommendations on control requirements by risk policy and standards. He/She manages and coordinates responses to regulatory inquiries, inspections, audits and ensures cyber security standards and policies are established and implemented. He oversees the development of reports and implements policies and standards. He manages employees and is held accountable for the performance and results of a team. He provides guidance on security measures and protocols to stakeholders.   He is familiar with cyber security standards, protocols and frameworks, and ensures the organisation’s compliance to the Cyber Security Act 2018. He is knowledgeable in using various cyber security monitoring and analysis tools and techniques depending on the organisation's needs and requirements. He also has expertise in cyber risk mitigation strategies and protocols.   The Cyber Risk Manager has a sharp, analytical mind and is able to anticipate problems and risks to mitigate them ahead of time. He is an excellent communicator who works well with others and promotes a cooperative working environment and relationships within and beyond his team. | | | | | |
| **Critical Work Functions, Key Tasks and Performance Expectations** | **Critical Work Functions** | **Key Tasks** | | | **Performance Expectations** | |
| **Implement cyber security risk strategy** | Manage the strategic development and improvement of risk frameworks, methodologies and requirements | | | In accordance with:     * Cyber Security Act 2018, Cyber Security Agency of Singapore | |
| Recommend strategies to address key risk areas in cyber security | | |
| Assess business needs against cyber security concerns and legal and/or regulatory requirements | | |
| Anticipate internal and external business challenges and legal or regulatory issues | | |
| Provide strategic risk guidance to stakeholders in the implementation and execution of cyber risk strategies across the organisation | | |
| **Establish cyber security standards and policies** | Formulate governance procedures for documenting and updating security policy, standards, guidelines and procedures | | |
| Plan the implementation of information systems and cyber security policies | | |
| Develop the organisation’s Cyber Risk Maturity model | | |
| Develop policies and frameworks for conducting cyber security risk assessments and compliance audits | | |
| **Manage cyber risks and assessments** | Advise the development of techniques and procedures for the conduct of cyber risk assessments | | |
| Develop plans for cyber risk assessment activities across the organisation | | |
| Coordinate the on-going cyber risk assessment activities across the organisation | | |
| Provide strategic and technical recommendations following identification of vulnerabilities in operating systems | | |
| Incorporate emerging security and risk management trends, issues, and alerts into risk assessment framework | | |
| Develop cyber risk mitigation strategies and policies for the organisation | | |
| **Develop cyber risk documentation** | Oversee the development of documentation on methodologies and tools to mitigate cyber risks | | |
| Establish guidelines for reporting outcome of cyber risk assessments | | |
| Oversee the development of internal threat awareness reports | | |
| Present threat awareness reports to technical and non-technical staff | | |
| **Mitigate cyber security risks** | Develop programmes and initiatives to strengthen the capability of the organisation to mitigate risks | | |
| Oversee the planning and conduct of organisational cyber security exercises | | |
| Act as a subject matter expert in cyber security incident and breach investigations and post-breach remediation work | | |
| Propose procedures to prevent future incidents and improve cyber security | | |
| Monitor the maintenance of the cyber security operations training plans for all security staff | | |
| Manage responses to regulatory inquiries, inspections or audits | | |
| **Manage people and organisation** | Review operational strategies, policies and targets across teams and projects | | |
| Develop strategies for resource planning and utilisation | | |
| Review the utilisation of resources | | |
| Oversee the development of learning roadmaps for teams and functions | | |
| Establish performance indicators to benchmark effectiveness of learning and development programmes against best practices | | |
| Implement succession planning initiatives for key management positions | | |
| **Skills and Competencies** | **Technical Skills and Competencies** | | | **Generic Skills and Competencies** | | |
| Audit and Compliance | | Level 4 | Computational Thinking | | Advanced |
| Budgeting | | Level 5 | Digital Literacy | | Advanced |
| Business Needs Analysis | | Level 4 | Global Mindset | | Advanced |
| Business Performance Management | | Level 5 | Sense Making | | Advanced |
| Cyber and Data Breach Incident Management | | Level 4 | Creative Thinking | | Advanced |
| Cyber Forensics | | Level 4, Level 5 |  | | |
| Cyber Risk Management | | Level 5 |
| IT Governance | | Level 5 |
| Learning and Development | | Level 4, Level 5 |
| Manpower Planning | | Level 4 |
| Networking | | Level 4 |
| People and Performance Management | | Level 4 |
| Security Administration | | Level 4 |
| Security Architecture | | Level 4 |
| Security Education and Awareness | | Level 5 |
| Security Governance | | Level 5 |
| Security Programme Management | | Level 5 |
| Security Strategy | | Level 5 |
| Stakeholder Management | | Level 4, Level 5 |
| Strategy Implementation | | Level 5 |
| Strategy Planning | | Level 5 |
| **Programme Listing** | For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict | | | | | |
|  |  | |  |  | |  |
| The information contained in this document serves as a guide. | | | | | | |