Model job description

# Permissions Manager

## Scope, purpose and nature of role

The Permissions Manager (PM) leads, oversees, directs and coordinates the definition, administration, compliance monitoring and maintenance of roles and permissions throughout the organization, with a particular emphasis on permissions associated with access to high risk assets, powerful privileges, valuable intellectual property rights, and privacy rights. The PM collaborates closely with managers and experts in related fields such as HR, IT, Procurement and Legal/Compliance plus the Incident Manager and team. The PM defines and drives the implementation of effective business-focused policies and procedures in this area, and leads the associated training, awareness and compliance activities.

## Distinguishing characteristics of the ideal candidate

The following personal traits and competencies are high on our wish-list:

* A strongly ethical persona;
* Highly trustworthy, with demonstrably strong personal integrity and high ideals;
* Sufficiently interested, capable and diligent to lead and at times conduct painstaking work on defining and applying permissions, identifying and resolving inconsistencies and issues *etc*. yet without losing sight of bigger corporate objectives;
* A socially-adept skilled negotiator, able to form strong relationships, discuss and negotiate successful outcomes between people facing challenging circumstances and sometimes conflicting requirements.

## Qualifications, skills and experience

The following are relevant and desirable for this role:

* **Administering permissions, rights, access *etc*.:** at least two- or three-years’ hands-on work experience administering permissions *e.g*. in a security administration function;
* **Information or IT security management:** at least a year’s work experience in this area, ideally with some exposure to ISO/IEC 27001 and ITIL/ISO 20000;
* **Legal/compliance**: at least a year’s work experience in a legal or compliance-related role;
* **General management:** senior team leader or management experience and ideally business management qualifications such as an MBA.

Candidates must be willing to undergo background checks to verify their identity, character, competence, qualifications, skills and experience.