Model job description

# Security Administrator

## Scope, purpose and nature of role

Security Administration involves administering the security and access control systems protecting valuable information assets. While the duties often vary in practice, the main activities are:

* Provisioning user accounts on IT systems for authorized users (setting up IDs, configuring access rights and roles, altering access rights and removing access rights);
* Liaising with other functions (such as Help Desk, Site Security and Human Resources) and with employees directly on security matters, resetting passwords, changing roles *etc*.;
* Checking and authorizing requests and keeping auditable records on access rights;
* Assisting Information Asset Owners and development project teams to define and implement appropriate access rights for user roles;
* Periodically reviewing and maintaining access rights;
* Occasionally developing and documenting procedures, guidelines *etc*.

## Distinguishing characteristics of the ideal candidate

The following personal characteristics are high on our wish-list:

* Personable *i.e*. good at dealing with people in a pleasant, helpful manner, yet assertive enough to insist that access rules are applied and security procedures are followed properly, even by managers and awkward customers;
* The presence of mind to respect the limits of discretion and refer to management as appropriate;
* Supportive of team members and colleagues who are often working under stress;
* Diligent, well-organized and capable of following procedures;
* Good at time management – able to plan ahead to meet business deadlines;
* Trustworthy, honest and reliable.

## Relevant qualifications, skills and experience

The following qualifications and experience are considered relevant and desirable for this role:

* **IT:** more than just a basic familiarity with computer systems, it will be beneficial for candidates to demonstrate that they understand the principles behind computer access control mechanisms, although training will be given in the specific software and systems to be used.
* **General:** at least 5 years’ cumulative employment record post school/academic studies.

Candidates must be willing to undergo background checks to verify their identity, character, qualifications, skills and experience. Exemplary character references are important for this role.