Model job description

# Security Awareness Contact

## Scope, purpose and nature of role

The Security Awareness Contact (SAC) role is a part–time responsibility. The primary purpose is to liaise between the business and Information Security on information security matters, for example:

* Assisting with the dissemination of information security policies, procedures and guidelines;
* Assisting with the promotion and perhaps the delivery of various security awareness activities from time to time (*e.g*. workshops, case studies and seminars);
* Acting as an ‘ambassador’, proponent or proactive supporter of information security;
* Proposing improvements to Information Security, and helping to organize information risk workshops, requirements analysis and testing of new or changed IT systems and business processes;
* Keeping colleagues informed during security incidents, acting as a communications channel when the security professionals are preoccupied dealing with major incidents.

The SAC typically liaises with Information Security via the Security Awareness Manager, Security Awareness Officer and/or the Information Security Manager. Security-related incidents and requests should be communicated via the Help Desk in the normal manner.

We anticipate this role taking approximately one or two working days per month on average, but this will fluctuate during the year according to the information security and business situations.

## Distinguishing characteristics of the ideal candidate

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

* A “people person” who gets on well with others;
* Able and willing to assist with the dissemination of awareness/training materials;
* A genuine interest in and basic understanding of information security and related issues such as governance, risk, control and compliance.

## Qualifications, skills and experience

The following are relevant and desirable for this role:

* **Information security:** some exposure to information security and related issues, including familiarity with the information security policies, procedures and guidelines;
* **Other aspects**: a basic familiarity with and interest in IT, given that many information security issues are IT related, plus physical security as well as with the business activities in their department.

This is a part-time additional role for existing employees. All the normal criteria for employment apply.