Model job description

# Security Awareness Manager

## Scope, purpose and nature of role

The Security Awareness Manager (SAM) is responsible for developing and delivering strategies and plans to raise the general level of awareness of information security through the organization, and to provide additional, more detailed/specific information security training where relevant. The SAM reports to the Information Security Manager and is closely aligned with other corporate functions such as Human Resources, Risk Management, Compliance and Information Technology. The job may involve liaison with or management of third-party suppliers of awareness and training materials and services. While this is a management role, the SAM is expected to develop and deliver awareness and training materials in person, hands-on, as well as through online Learning Management Systems, other teachers/trainers, and the corporate intranet.

## Distinguishing characteristics of the ideal candidate

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

* A born teacher, good at putting points across in an engaging and enthusiastic manner, inspiring and motivating students to take a genuine interest in information security;
* A sociable, likeable “people person” who gets on well with colleagues;
* Creative and innovative, bright and sparky;
* A capable professional communicator, able to research, prepare and deliver high quality, clearly-written awareness/training materials without grammatical or spelling errors;
* Proactive and self-motivated, willing to take the lead on security awareness and training activities, developing and delivering to a well-thought-out strategy and plans;
* Confident and professional in relation to information security, with the knowledge and experience to exude competence and a passion for learning.

## Relevant qualifications, skills and experience

The following are considered relevant and desirable for the SAM role:

* **Information security:** CISSP, CISM, degree; at least 5 years work experience;
* **Awareness and training:** demonstrable experience as a team member, team leader, manager, teacher or trainer responsible for awareness and training activities – ideally on information security otherwise similar technical training/adult education;
* **Other aspects**: exposure to and familiarity with relevant **standards** such as ISO/IEC 27001, NIST SP800-53, information risk management **methods** and **tools** such as COBIT, plus relevant **laws**.

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