



## POSITION DESCRIPTION

# SECURITY OPERATIONS LEAD

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TEAM:	Security Team
REPORTING TO:	Chief Security Officer
DIRECT REPORTS:	None
LOCATIONS:	Wellington
DATE CREATED:	2 July 2020

### InternetNZ overview

InternetNZ is the home and guardian of .nz, providing the infrastructure, security and support to keep it humming. We help New Zealanders harness the power of the Internet through our community grants, research and policy. We are champions for an Internet that is accessible, open, and secure for all New Zealanders.

### Purpose

The Security Operations Lead maintains situational awareness for security issues at InternetNZ group and provides advice to business owners on managing security risks. The security operations duties also include capability development and incident response. We are part of a small team in a diverse and important organisation.

### Key Relationships

#### Internal:

IT Operations Coordinator, .nz Operations Lead, Product Operations Lead, Office Manager. HR Advisor, Products Manager, DNC Complaints and Compliance Manager.

**External:**

Security operations at .nz registrars, CERT NZ, National Cyber Security Centre, ccTLD operators, security service providers, industry security groups.

**Accountabilities**

This position is responsible for:

**Security Operations**

- Maintain situational awareness of threats to information, personnel and physical assets
- Monitor assets for malicious activity or indicators of compromise
- Conduct analysis of suspicious incidents and initiate response as required
- Initiate and lead security incident response activities
- Ensure incidents are communicated and escalated as required
- Regular production of metrics or other reporting for security operations
- Maintain awareness of planned staff travel
- Analyse and recommend responses to changes in threat level
- Provide advice and support during the recruitment process
- Conduct auditing and alerting for physical breaches

**Security Risk Management**

- Threat Management
  - Identify and assess threats to InternetNZ
  - Monitor threat intelligence feeds for new indicators
- Vulnerability management
  - Monitor for vulnerabilities identified in software or systems
  - Identify vulnerabilities in our own systems and assets
  - Assess vulnerabilities as they are identified or change
  - Support system owners in remediation
- Risk Assessment
  - Review risk management for existing and new systems
  - Ensure risks have been correctly captured and expressed
  - Assess provided mitigations and report on suitability
- Mitigation advice
  - Support business owners to managing risks by advising on mitigations strategies and capabilities
  - Provide advice for travel to international locations
  - Provide physical security advice and guidance

**Capability Development**

- Help develop a strong security culture among InternetNZ staff, councillors and contractors
- Develop and deliver training to raise awareness and equip staff with security skills

- Develop exercises to test and enhance our capability to respond to and recover from a security incident
- Develop security related policies and procedures
- Management, administration & maintenance of technologies used by security operations

### **Champion and live the team charter**

We build trust, in order to grow as one InternetNZ group:

- We will respect each other.
- We are here to do the best we can.
- We will be better than we were yesterday.

### **Health and safety**

- Take care to ensure the health and safety and wellbeing of not only yourself but also of others during the course of InternetNZ business.
- Follow InternetNZ health and safety guidelines including recording and reporting all hazards and potential risks and following reasonable instructions given by the business.

## **Qualifications and experience**

- Essential
  - Experience designing and implementing security controls across a wide variety of platforms
  - Track record for delivering customer-oriented security outcomes
  - Strong experience in security monitoring of information systems
- Desirable
  - Implementation of Risk Management frameworks
  - Experience with physical and personnel security

## **Competencies**

### **Communication Skills (Oral & Written)**

- Communicates information politely, clearly and accurately.
- Actively listens, understands and responds to questions and opposing views in a way that acknowledges the other person's position.
- Presents their own views assertively and considerately.
- Understands how to communicate publicly. Presents competently, and convincingly.
- Ability to challenge whilst maintaining strong working relationships.

### **Analytical Thinking**

- Tackle problems by using a logical, systematic and sequential approach through breaking complex tasks down into component parts and considering each part in detail.
- Identifies a set of features, parameters, or considerations to take into account, in analyzing a situation or making a decision, weighing the costs, benefits, risks, and chances for success.

**Collaboration**

- Develops, maintains and strengthens relationships while securing support and forming alliances with both internal and external stakeholders.
- Forges connections with key stakeholders, cultivating win-win relationships and building effective coalitions.
- Works horizontally as well as vertically within and outside INZ with the goal to win cooperation from others.

**Continuous Learning**

- Welcomes and seeks opportunities requiring new skills and knowledge.
- Keeps abreast of current or new information. Learns from errors.

**Dealing with Ambiguity**

- Apply a flexible approach to work so that ambiguous situations are managed effectively.
- Understands that there will not always be a defined way of doing things or that all the information needed may be available.

**Influencing Others**

- The ability to inspire and challenge others through a range of interpersonal, communication, presentation and assertiveness techniques.
- Bringing energy and enthusiasm to interactions and situations; with the ability to get others energized and involved.

**Initiative**

- Displays resourcefulness and the drive to achieve
- Using resilience and determination, ensure work is completed with minimal supervision