

Division: Information Technology
Reporting to: Chief Information Officer, Information Technology
Career Level: Information Security Officer
Pay Type: Salaried

Job Overview

The Information Security Officer (ISO) is accountable for ensuring appropriate controls are in place for the security of information assets. The ISO safeguards information by seeing that security risks are identified, assessed and accurately reported. Additionally, the ISO is charged with ensuring local procedures and activities comply with all regulatory requirements and internal policies, procedures, guidelines and standards. The ISO is the center of competence for Information Security providing an advisory services role and acting as the focal point for security compliance related activities and responsibilities.

Role

In the role, you will...

- Diligently maintain FirstOntario's Information Security Framework and underlying policies, procedures, standards and guidelines
- Take the lead on developing, maintaining and updating the Information Security Strategy and Information Security Program, including managing the ISO 27001/2 program
- Actively ensure appropriate administrative, physical and technical safeguards are in place to protect FirstOntario's information assets from internal and external threats
- Meticulously identify, introduce and implement appropriate procedures, including checks and balances, are in place to test these safeguards on a regular basis
- Thoroughly conduct and complete annual reviews and audits as required engaging both internal business partners across the organization and external resources
- Make it a priority to see that disaster recovery and emergency operating procedures are in place and tested on a regular basis
- Act as the committed owner of the security incident and vulnerability management processes from design to implementation and beyond
- Passionately manage and assist in performing on-going security monitoring of information systems including assessing information security risk through qualitative risk analysis on a regular basis, conducting functional and gap analyses to determine the extent to which key business areas and infrastructure comply with statutory and regulatory requirements, evaluating and recommending new information security technologies and counter-measures against threats to information or privacy, and developing security reports and dashboards
- Ensure effective staff training programs are in place to increase security awareness across FirstOntario
- Maintain and encourage open and honest business relationships within the team and throughout the credit union
- From a distance, make a difference in the lives of our members by helping our team members make members' financial dreams come true
- Be a role model for FirstOntario's organizational culture by creating a positive impact at every touchpoint with people, with every word you say or put in print and everything you do

- Collaborate with your peers and stakeholders to add to the collective innovative thinking that can drive new business ideas for FirstOntario
- Perform other duties as we may need you to do

Required Skills

Within your skills and qualifications, you will...

- Be proud of your University degree/College diploma in the field of computer science and/or information security
- Be even more proud of the 3+ years' security related work experience, preferably with a financial institution, that you bring to the table
- Have worked hard for your recognized industry certification such as CISSP, CISSLP, GIAC or other security certification at a similar level
- Demonstrate an in-depth knowledge of Information Security risk and industry best practices
- Be quick to respond to requests for service from all of your clients
- Be flexible and adaptable to changing priorities while keeping your eye on the prize
- Possess over the top problem solving and negotiation skills
- Openly share your knowledge with the team
- Inherently demonstrate a high level of integrity and be trustworthy
- Be more than approachable with your superior interpersonal skills
- Innately demonstrate superior written and verbal communication skills
- Be aware of and mitigate enterprise risk factors and ensure compliance with applicable regulations, legislation and FirstOntario policies and procedures
- Be willing to work flexible hours including evenings and weekends as the job demands and travel as required
- Sincerely show in every aspect of what you do that you are a great employee and dedicated team member of the fastest growing Credit Union in Canada

Accommodations for persons with disabilities are available upon request during the application process.