



IT Manager – Cyber Security

Role Profile

A. Details

Position:	IT Manager – Cyber Security
Grade	Higher Executive Officer (HEO)
Whole time equivalent	1 FTE (35 hours per week)
Reports to:	The Director of ICT or such other person that maybe designated from time to time.
Duration:	Permanent

B. Department & Role Overview

The Arts Council comprises just over 100 staff based at one site on Merrion Square in Dublin. The Arts Council / An Chomhairle Ealaíon is an autonomous body established in 1951 to stimulate public interest in, and promote the knowledge, appreciation and practice of the arts. We are the Irish State's principal instrument of arts funding and an advisory body to Government on arts matters. For further information on the work of the Council visit www.artscouncil.ie.

C. Key Responsibilities

This is a key technical position in a dynamic organisation which plays a pivotal role in the Arts Council.

The duties associated with this post include, but are not limited to the following:

- Preparing for and responding to cyber security incidents;
- Collecting and analysing digital threat intelligence;
- Managing endpoint protection and malware analysis and threats;
- Developing and maintaining cyber security tools and software;
- Reviewing change control and administration and development procedures ;
- Cyber security program management;
- Cyber Security Training for Staff & Stakeholders;
- External engagement 3rd parties and National Cyber Security bodies.

In addition to the technical dimension associated with the ICT Higher Executive Officer - ICT Security role, the role will also encompass some administrative aspects associated with ICT delivery including budget and people management, procurement and compliance etc.

This role has a high emphasis on best practice relating to information security including deployment of appropriate threat detection tools and ensuring that the Arts Council's data resources are protected at all times including appropriate data backup and restoration techniques.

The role will have responsibility for the delivery of services through Arts Council's infrastructure estate such as the Local Area Network, routing, firewall, telephony and teleconferencing services and desktop computing services.

The successful candidate should maintain a watching brief on industry trends and will have the opportunity to shape and evolve existing services as new technologies emerge.

- End user support and making recommendations relating to training;
- Management of staff;
- The IT Manager (Cyber Security) will work closely with the other peers, team members and staff on relevant matters particularly relating to application support and information security;
- Working with the Director with responsibility for ICT to identify and manage risks in the area of ICT;
- Work with colleague in manage change control procedures;
- Manage and test Business Continuity and Disaster Recovery plan(s) for key systems;
- Establish, measure, and define IT goals and KPI's and maintain an IT roadmap;
- Ability to read, digest and communicate technical information;
- Strong attention to detail & project management principles;
- Such other duties as may be assigned from time to time.

D. Skills Knowledge and Experiences

- Minimum Level 7 qualification in a relevant S.T.E.M. (Science, Technology, Engineering, Maths) discipline and 3 years directly related ICT hands on experience and a good knowledge of Microsoft Windows. Experience in working in a MS Dynamics 365 cloud-based platform (or a similar technology)
- or
- 5 years directly related hands on experience in the area of ICT Application Development, or Infrastructure Management and a good knowledge of Microsoft Windows
- with
- a. either a Level 6 qualification in a relevant S.T.E.M. (Science, Technology, Engineering, Maths) discipline
- or
- b. at least 2 Professional Certificates in a relevant area of ICT
- A commitment to high standards of public service;
 - Ideally have Irish language, verbal and written skills, although this is not an absolute prerequisite for the role;

Additional Skills and Experience (ideal, but not essential):

It will be an advantage for candidates to have knowledge of one or all of the following:

- Information Technology Infrastructure Library (I.T.I.L.);

- NIST CSF, ISO27001 or Equivalent Cybersecurity Frameworks;
- Experience managing cloud hosted and on-premises servers, storage area networks (SAN), and network attached storage (NAS) devices);
- Familiarity with Microsoft 365 products particularly Power BI and Dynamics 365;
- Working knowledge of Microsoft SQL server and Oracle.