<Organisation Name>

Cyber Security Manager Role Description [Template]

<Document Version & Date>



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# Cyber Security Manager

This document describes the role of the Cyber Security Manager in <Organisation Name>.

## Overview

Good Cyber Security is an essential part of how <Organisation Name> works. The person performing the Cyber Security Manager role:

* Is responsible for the overall cyber security of <Organisation Name>
* Is the single point of contact for cyber security within <Organisation Name>
* Ensures that cyber security is uppermost in the minds and actions of our personnel.

## Responsibilities

<This list contains items that are essential for good cyber security, as well as highly recommended items. As always though, add, modify, delete as appropriate for the organisation.>

Working with other personnel as needed, the Cyber Security Manager:

* Stays up-to-date on the evolving landscape of the global cyber security environment
* Evaluates and understands global cyber security risks, threats and vulnerabilities
* Provides cyber security awareness training to all organisation personnel, including management
* Provides cyber security awareness training to personnel during onboarding
* Assesses and reviews the <Organisation Name> IT environment to evaluate and understand the specific cyber security risks, threats and vulnerabilities in that environment
* Creates and manages Plans to:
	+ Regularly perform Risk Assessments
	+ Respond to cyber security incidents
	+ Recover from cyber security incidents
	+ Communicate during cyber security incidents
	+ Provide business continuity during cyber security incidents
* Manages response to and recovery from any cyber security incident
* Creates and manages cyber security strategies, policies and processes
* Oversees cyber security audits, whether performed internally or by third-parties
* Assesses current technology and suggests possible upgrades or improvement
* Evaluates the budget and costs associated with relevant technology and associated training
* Implements and oversees technology upgrades, improvements and major changes to the IT environment
* Ensures cyber security activities cover physical security, disaster recovery and backups
* Ensures cyber security obligations imposed by legislation and regulation are met
* Communicates cyber security goals and new programmes effectively within the organisation
* Ensures <Organisation Management Group Name> is regularly informed of the state of cyber security readiness within the organisation.

## Reporting

The Cyber Security Manager role reports to <Organisation Management Group Name>.