

SOUTH EAST REGIONAL HEALTH AUTHORITY

ST. CATHERINE HEALTH SERVICES

JOB SPECIFICATION & DESCRIPTION

JOB TITLE:	Chief Security Officer
POST NUMBER:	
JOB GRADE:	GMG/SEG1
ORGANISATION:	St. Catherine Health Services -STH & SCHD
REPORTS TO:	Parish Manager/Chief Executive Officer

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date revised in Human Resource Division

Date

Reporting to the Parish Manager/ Chief Executive Officer, the **Chief Security Officer (GMG/SEG 1)** is a trained professional who is responsible for the institutions overall digital and physical protection by addressing important areas of security such as prevention, governance and investigation and to:

- Provide executive leadership and oversees the identification, assessment and prioritization of risks, directing all efforts concerned with the security of the Spanish Town Hospital and/ St. Catherine Health Department:
- To stay ahead of security issues, solve problems and ensure the entity runs smoothly.
- Implement safeguards and reporting risk management mechanisms for regulation compliance.
- Leads security initiatives and heads the overall security strategy of the company.
- Perform security risk assessments and implementing security policies that prevent data loss and fraud
- Responds to new threats and upgrading security systems regularly are key aspects of this role.
- For the day-to-day governance of corporate security.
- Access authorization, identity checks and information systems protection.
- manages a security team that's responsible for securing the Hospital's and Health Department's

MAIN DUTIES and RESPONSIBILITIES.

- ❖ Develops and implements a comprehensive security strategy
- ❖ Conducts risk assessments and identifying potential security threats
- ❖ Designs and implements security policies and procedures
- ❖ Oversees security operations and incident response
- ❖ Manages security teams and personnel
- ❖ Staying updated on emerging security threats and technologies
- ❖ Communicates security risks and recommendations to senior management
- ❖ Devises policies and procedures regarding areas such as business continuity planning, loss prevention and fraud prevention, and privacy.
- ❖ Oversees and coordinates security efforts across the organization, including information technology, human resources, communications, legal, facilities management and other groups.
- ❖ Identifies security initiatives and standards.
- ❖ Oversees network of managers who secure the company's assets.
- ❖ Oversees safeguarding of intellectual property and computer systems.
- ❖ Develops procedures to ensure physical safety of employees and visitors.

- ❖ Manages the development and implementation of security policy, standards, guidelines and procedures.
- ❖ Ensures security is maintained and updated.
- ❖ Implements video surveillance.
- ❖ Prioritizes security initiatives.
- Develops network access and monitoring policies.
- Develops emergency procedures and incident responses.
- Investigates security breaches.
- Implements disciplinary procedures.
- Conducts audits to find holes in security platform.
- Develops risk management assessments.
- Detects and analyzes risks involved with the organization to make sure there are no security vulnerabilities:
- Uses equipment, such as information technology infrastructure and security software, to help further increase safety regulations:
- Responds to physical security incidents, such as trespassing:
- Develops innovative ways to secure the organization's data and assets.
- Develops and implement various security techniques and policies to decrease the risk of theft or exposure.
- Manages daily operations to ensure that the Hospital/ Health Department is secure.
- Implements safety strategies, such as asking employees to update their company login information.
- Meets with company executives or the security team to develop and implement daily safety standards.
- Helps with crisis management regularly, which is the response to disruptions and threats.
- Any other related duties assigned by Parish Manager/Chief Executive Officer.

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MINIMUM QUALIFICATIONS and EXPERIENCE

- A bachelor's degree in a security-related field like criminal justice, cyber security, or a related field and a master's degree is often preferred.
- Certified Information Systems Security Professional (CISSP), Certified Protection Professional (CPP), or similar certifications.
- Proven track record in security leadership roles, including experience in corporate security, law enforcement, military, or intelligence operations
- Are expected to have advanced degrees in computer science, IT security, engineering or related disciplines.
- A master's degree in cyber security and at least five years of experience in a security management role would be an asset.

- Substantial experience in security leadership roles,
- strong knowledge of security principles and practices,

REQUIRED SKILLS AND SPECIALIZED KNOWLEDGE:

- Deep understanding of security principles, practices, and methodologies like physical security, cyber security, risk management, crisis management, and compliance with relevant laws and regulations.
- Strong leadership skills to manage and motivate security teams, ability to build relationships with stakeholders, and influence decision-making.
- Excellent written and verbal communication skills to effectively articulate security risks and strategies to both technical and non-technical audiences.
- Ability to assess security risks, analyze complex situations, and develop effective mitigation strategies.
- Sound knowledge of security systems, computer networks, programming languages, cyber security hardware and software is essential:
- Strong research competencies for risk mitigation and regulatory compliance. Analytical thinking and problem-solving skills for incident response and crisis management.
- Strong communication skills to deal effectively, both internal and external. internal management and employees.
- Leadership and management skills;
- sufficient experience dealing with security incidents and leading security operations at the mid-management level to
- Substantial experience in security leadership roles,
- strong knowledge of security principles and practices,
- Expertise in risk management,
- Excellent communication skills, and leadership abilities to effectively manage and oversee an organization's security strategy;
- Often including professional certifications like CISSP or CPP.

REPORTING RELATIONSHIPS

Supervision Received from: Parish Manager/Chief Executive Officer

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Required to work beyond the normal working hours and to work to meet deadlines to ensure users network are up and running at all times.

PERFORMANCE STANDARDS:

The job is satisfactorily performed when:

- Users' requests are speedily and effectively satisfied.
- Deadlines are constantly met
- Good working relationships are maintained with clients at all levels within the St. Catherine Health Services.