



## **Regional Information Security Analyst**

The Educational Computing Network of Ontario (ECNO) is seeking a Regional Information Security Analyst (RISA) to provide security support and services for member school boards.

The RISA is expected to stay up to date on the latest intelligence, including hackers' methodologies, in order to anticipate security breaches. The RISA safeguards information by seeing that internal security risks are identified, assessed, and accurately reported. Additionally, the RISA is charged with assisting School Boards to ensure board procedures and activities comply with regulatory requirements and internal policies, procedures, guidelines, and standards.

The RISA provides consultation and recommendations to member School Boards and assists members with incorporating effective security practices in their strategic planning.

**Nature of Position:** Regular, Full-time (100%), 12-month work year

**Hours of Work:** 35 hours per week, Monday to Friday

**Salary:** As per local Board agreements

**Start Date:** TBD

**Location:** Home based.

The RISA will report to ECNO's Director of Security Services.

**Applicants who are proficient in both English and French language will be given preference.**

Interested applicants are asked to submit an application package that includes a cover letter and resume clearly outlining how your qualifications, skills and experience related to the position. Packages must be received no later than **Friday, September 1, 2023** by 4:00 p.m. and forwarded to:

Wayne Toms, Executive Director  
ECNO  
PO Box 46007 Forest Glen  
Kitchener, ON N2E 4J3  
By email: [ed@ecnoconnect.org](mailto:ed@ecnoconnect.org)

We thank you for your interest in working for ECNO; however only those applicants who have been selected for an interview will be contacted.

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Educational Computing Network of Ontario  
PO Box 46007 Forest Glen  
Kitchener, ON  
N2E 4J3

Wayne Toms, Executive Director

Brian McKay, President

**POSITION DESCRIPTION: Regional Information Security Analyst (RISA)**

**ROLE:**

In this role you will:

- Actively ensure appropriate administrative, physical and technical safeguards are in place to protect member's information assets from internal threats
- Work collaboratively with School Board staff to implement external security best practices including work in a "blue team" capacity for security exercises and testing.
- Develop security testing frameworks and methodologies appropriate for the school board context and perform internal security audits annually for each member School Board
- Work collaboratively with the IT team at each School Board to develop policies and procedures for security investigations, systems security design, ongoing security management, and security breach protocols.
- Provide training to School Board IT staff on data and information security
- Provide post-hoc support to any member school board in the event of a security breach and work as part of an inter-disciplinary team responding to the breach
- Develop and maintain phishing audit capability with reporting and remediation using tools appropriate for School Boards.
- Participate on provincial committees and ad-hoc security task groups as recommended by the advisory committee.

**SKILLS REQUIRED:**

- Bachelor's Degree, Diploma or equivalent Technical Training in a Computer Science or Information Technology discipline, or a minimum of 5 years' practical experience in ITS, privacy, data analytics or related work experience roles.
- A proven ability to communicate with technical and non - technical staff across multiple disciplines
- Understanding of lifecycle data management (collection, use, transmission, disclosure, and retention of personal and/or confidential business information)
- Understanding of cloud computing security and privacy policies and procedures
- Ability to work independently and with limited supervision
- CISSP, or related security or IT certifications and/or courses are an asset
- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy

- Highly developed written and verbal communication skills, as well as analytical and problem-solving skills
- Knowledge of e-learning applications and methodologies, student information systems and corporate applications (finance, payroll, etc...) while not required, is highly desirable.

**EFFORT:**

Physical/mental/visual fatigue resulting from: continuous concentration for needs analysis and evaluation; multiple deadlines; extended hours of work to meet deadlines; self-learning new technologies; quick problem solving; keyboarding and/or staring at computer screen for long periods; active listening and reading; interpreting information.

**WORKING CONDITIONS:**

Adverse physical and social conditions include: must be available evenings, weekends, irregular hours and on-call for system maintenance and problem resolution; required to continuously deal with changing technical and political environment and priorities; demanding clientele.

Must be available evenings and weekends for support, upgrades and maintenance when required.

A valid driver's license and access to a vehicle on a daily basis is required. Travel to the participating school Boards is an expected component of the role.