Working with its partners, the Ottawa Macdonald-Cartier International Airport Authority will be a leader in providing quality, safe, secure, sustainable and affordable transportation facilities and services to the airport's customers and communities within the National Capital Region.

The Information Technology and Telecommunications team is accepting applications for the position of **Information Technology (IT) Compliance Manager**.

Reporting to the Chief Information Security Officer and Director, Information Technology, the successful candidate will take a lead role in IT Governance, IT Compliance Management, IT Risk Management, Data Privacy and Training and Awareness, and will ensure that the organization establishes the appropriate policies and procedures to support its compliance and risk management efforts. Flexibility to shift hours will be required in order to provide response to critical issues and events that occur outside of normal work hours.

Essential functions:

IT Governance

- Develops, updates, reviews, implements, maintains and enforces security policies, procedures and standards;
- Ensures that policies meet ISO27002, PCI-DSS and other compliance regulations that the organization must adhere to;
- Aligns security procedures and standards with industry best practices such as NIST and CIS;
- Stays up-to-date and informed on developing regulatory concerns and changing IT and information security trends; and
- Interfaces with IT and business partners to provide guidance and support.

IT Compliance Management

- Performs security and compliance assessments on new and existing systems, processes, technology;
- Supports internal and external audit processes for relevant compliance concerns including PCI-DSS, ISO27001, GDPR;
- Works with various business units to ensure controls are adequate, appropriate and effective;
- Performs periodic gap assessments to validate compliance on an ongoing basis;
- Participates in disaster recovery and business continuity planning; and
- Develops methodologies to audit, benchmark and report compliant status.

IT Risk Management

- Performs periodic security assessments on new and existing systems, processes, and technology;
- Supports vendor due-diligence processes and helps to lead and define overall third-party risk management efforts;
- Performs business impact analysis and assists with development IT Risk Register;
- Maintains, updates the IT Risk Register and coordinates remediation with risk owners;
- Manages the organization's Data Governance Lifecycle (discover, remediation, asset registry, data flow mapping);
- Performs Privacy Impact Assessments (PIA) for new and existing projects\systems; and
- Supports the organization's vendor management processes by performing Vendor/3rd Party Risk Assessments.

Data Privacy

- Performs Privacy Impact Assessments (PIA) for new and existing projects\systems;
- Leads data privacy projects and efforts such as but not limited to Data Discovery, Data Flow Mapping, Data Classification, Data Retention, Data Privacy Risk Assessments, etc.;
- Ensures compliance with data privacy laws and regulations;
- Coordinates with Legal on Data Privacy incidents, issues and concerns; and
- Keeps abreast with Data Privacy technologies, trends and best practices.

Training and Awareness

- Develops and implements innovative training solutions, i.e. cyber security and data privacy awareness programs for all employees and contractors; and
- Tracks and monitors training and awareness participation.

The successful candidate will have a business acumen partnered with a dedication to validating compliance. He/she will have a strong work ethic with attention to detail, and an analytical mind that is able to see the intricacies of procedures and regulations. The successful candidate will be able to conduct compliance risk assessment training workshops. He/she will be able to conduct internal reviews and audits; the successful candidate will be able to develop risk management strategies. The successful candidate must have strong team orientation. He/she will be able to work independently and provide timely follow through on projects. The successful candidate must be able to prioritize and manage multiple tasks efficiently and excel in a fast paced and rapidly changing environment. He/she must have superior coordination and time management skills. He/she must have solid negotiation skills and the ability to communicate with all levels of personnel. These abilities, as well as a professional, positive attitude will ensure success in building positive working relationships in a team environment.

Qualifications for this position include:

- Completion of a three-year diploma/degree in a relevant field of study that may include, but is not limited to Information Technology, Information Systems, or Engineering;
- Possession of a CISSP certificate or obtain within twelve (12) months from hiring date;
- Significant experience with legal and regulatory compliance standards such as PCI-DSS, GDPR, ISO27001, etc.;
- Experience with IT GRC/IRM platforms and various risk methodologies;
- Experience with IT governance, risk, and compliance management; and
- Excellent communication and written skills in English.

The following will be considered as assets:

- GIAC Certifications, IT Security Certifications;
- Strong understanding of fundamental information security concepts and technology;
- Familiarity with ISMS and security frameworks, particularly NIST Cybersecurity Framework; and
- Bilingualism (English and French).

Candidates must be in possession of a Class G drivers' licence (province of Ontario or Québec equivalent) along with a driver's abstract (issued within the last month) and must be in possession of or be able to obtain a security clearance for an Airport Restricted Area Identification Card (RAIC).

Interested candidates should forward their résumé by June 26, 2019, to work4us@yow.ca.

We thank all applicants; however only those selected for an interview will be contacted.

The Ottawa Airport Authority is committed to the principles of Employment Equity and to achieving a workforce that is representative of the diversity of the Canadian population. We strongly encourage candidates to self-identify if they are a person with a disability, an Aboriginal person or a member of a visible minority group.

International Airport Authority Ottawa Administration de l'aéroport international