

**Job Title:** Senior Compliance Consultant

**Reports To:** Vice President of Services

**FLSA Status:** Full-Time Exempt

**Prepared Date:** January 5, 2012

**Salary Range:** Industry standard, commensurate with experience

**Location:** United States

IOActive is a cutting-edge global services firm that blends opportunities for career and personal advancement with a positive and challenging work environment. We seek talented people with broad, robust skill sets from around the world to join our diverse, growing team of consultants. IOActive's highly experienced and skilled compliance consultants combine deep compliance knowledge with technical expertise to deliver high-quality, and on-time services for some of the most challenging and exciting environments in the world.

**The Senior Compliance Consultant will** provide practical recommendations around a wide range of technology and compliance drivers that include PCI-DSS, HIPPA/HITECH, ISO27001/27002, and IT Security. The Compliance Consultant will possess the following:

- The ability to multitask and work independently with minimal supervision to meet client deadlines. Must be flexible, proactive, quick to learn, and possess a can-do attitude.
- Excellent written and oral communication skills with the ability to express thoughts clearly, know how to listen, and contribute in a team environment.
- Proven experience in conducting enterprise risk and security assessments; IT audits with regard to policies, processes, and procedures design; and information security aspects of privacy and regulatory compliance.
- The ability to communicate compliance and information security and technology issues clearly to both business and technical clients.

This position requires approximately 50% travel.

### **Key Responsibilities**

- Perform comprehensive PCI-DSS, HIPPA/HITECH, and ISO27001/27002 assessments; policy and procedure development; and trusted advisory services for IOActive clients.
  - Develop reports that detail compliance gaps including risk severity level, systems impacted, business risk summary, and recommendations that remediate all findings.
  - Create roadmap to achieve full compliance prior to formal audit with prioritized remediation steps, estimated work efforts, and associated timelines.

- Advise clients on how to achieve compliance. Review Report on Compliance with clients, provide guidance on remediation actions, and advise services that could be of benefit with regard to industry trends around achieving compliance (i.e. technical solutions).
- Assist in overseeing projects; this requires the ability to work with a diverse group of security professionals who fulfill various roles and responsibilities.
- Assist in preparing reports that include project management approaches and schedules that will be delivered to clients.
- Maintain expected levels of personal productivity and resource utilization by documenting and presenting a sound product and working with management to support booked engagements.
- Support Directors in tracking billable time and travel expenses for each compliance project.
- Deliver work that meets or exceeds expectations based on a strong understanding of the client's business and needs.
- Provide additional value for clients by offering constructive insights and consultative advice based on personal experience with the client, their industry, established standards, and leading practices.
- Demonstrate a high level of commitment to client success as shown by responding promptly to changes in client expectations both professionally and effectively.
- Obtain and maintain relevant certifications.

This position plays a key role in IOActive's compliance practice, so the Senior Compliance Consultant also will be expected to:

- Identify additional opportunities within client organizations as well as supporting efforts to create proposals, statements of work, and presentations.
- Participate in discussions and meetings to scope and define projects appropriately.
- Identify and assist in the recruitment, development, and retention of IOActive staff according to technical needs and core values.

### **Education and Experience**

- PCI-QSA, CISSP, CISM, and/or CISA is desired but not required.
- Strong oral and written communication skills.
- Demonstrated ability to think quickly and take risks commensurate with responsibility while functioning in a high-pressure, aggressive-deadline, client-driven environment.
- Competence with Microsoft PowerPoint, Excel, and Word expected.
- Three to five years experience in progressive technology, security, and risk management.
- Strong and demonstrated understanding of project management, communication, technical planning, and leadership skills, specifically with regard to project and cross-functional teams.

- Strong understanding of or experience in:
  - PCI compliance requirements and audits.
  - Information/IT Security functions and responsibilities.
  - ISO 17799 and 27001.
  - HIPAA/HITECH.
  - Risk assessment and management processes.
- Ability to work with all levels of management and technical support to further engagement goals.
- Ability to translate directions into actionable plans that are then delivered on time and within budget.
- Ability to learn quickly and implement new technologies or processes in rapid, demanding, and changing environments while establishing realistic yet aggressive timeframes.

IOActive is an equal opportunity employer.