

# Head of Security

**Department:** Security

**Reports to:** COO

**Direct reports:** Security team

**Competency level:** Experienced

## Role Summary

The Head of Security is responsible for leading and managing Catalyst's security function including the security team and for defining and continuously improving Catalyst's security capability across internal operations and delivery practices.

This role provides leadership and direction across information security, cyber security, and risk management, ensuring security practices are embedded in a pragmatic and enabling way across the organisation.

## Key Relationships

- COO & SLT
- External Clients
- NZ Operations
- Delivery Teams
- Internal IT operations (core platforms, infrastructure, tooling)
- ISMS/Compliance teams

## Key Responsibilities:

- **Security Strategy and Leadership:**
  - Define and maintain Catalyst's security strategy, standards, and operating model.
  - Set clear, pragmatic security direction that aligns with how Catalyst delivers work.
  - Be the go to authority for information security and cyber risk across the organisation.
- **Governance, Risk & Assurance:**
  - Establish and maintain security policies, frameworks, and controls.
  - Lead security risk assessments and internal assurance activities.
  - Work with senior stakeholders to communicate security risks and priorities

clearly.

- Provide security input into the ISMS, including contributing to control design, risk treatment, and continuous improvement activities.
- Support certification and audit activities (e.g. ISO 27001) by supplying security expertise, evidence, and subject-matter input.
- Lead and coordinate Compliance & Assurance (C&A) activities, including:
  - Responding to client security questionnaires, due diligence requests, and audits.
  - Coordinating security-related evidence and responses across delivery, operations, and technical teams.
  - Ensuring C&A responses are accurate, consistent, and aligned with Catalyst's actual practices.
- Acting as a senior security representative in discussions with client security, risk, and procurement stakeholders.

  

- **Operational Security:**
  - Oversee incident response, escalation, and reporting processes.
  - Monitor vulnerabilities, threats, and security events, ensuring appropriate remediation.
  - Maintain and improve security tooling, processes, and documentation.
- **Team Leadership:**
  - Lead and develop the security team.
  - Set priorities and direction for the security function.
  - Build a team culture that values accountability, learning, and continuous improvement.
- **Continuous Improvement:**
  - Monitor emerging threats, risks, and industry best practice.
  - Lift the overall maturity of security practices across Catalyst over time.
  - Promote security awareness and shared responsibility across the organisation.

#### **Required Skills & Experience:**

- **Security & Technical Expertise:**
  - Significant experience in a senior security role (e.g. Head of Security, Security Lead, Principal Security Specialist).
  - Strong background in information security, cyber security, and risk management.

- Experience operating in modern technical environments (cloud, enterprise platforms, open source).
- Working knowledge of security frameworks and regulatory expectations.
- **Leadership, Communication: & Values Alignment**
  - Proven experience leading and developing teams.
  - Strong written and verbal communication skills.
  - Ability to influence and provide direction without formal executive authority.
  - Pragmatic, solution-focused approach.
  - Ability to operate effectively in evolving environments.
  - Alignment with Catalyst's values, including open source principles and te ao Māori.
- **Collaboration & Adaptability:**
  - Proven track record of working collaboratively with leadership to drive technology and security strategies.
  - Ability to navigate fast-paced, evolving environments while remaining flexible and solution-focused.

#### **Successful Outcomes:**

- **Strong Security Function:** A security team with clear priorities and accountability.
- **Improved Security Capability:** Security practices are embedded, consistent, and improving over time.
- **Risk Visibility & Management:** Clear understanding and active management of security risks.
- **Operational Effectiveness:** Security is implemented in a practical way that supports delivery.
- Commitment to te ao Māori values and Catalyst's support for Te Tiriti o Waitangi