

# TATA TRUSTS

Role Details		
1.	Role	Head – IT Infrastructure & Security
2.	Function	Information Technology
3.	Location	Mumbai
4.	Reporting to	Chief Digital and Information
5.	Employment type	Full time employee
6.	Grade	4

Brief Job Description:	
1.	Manage the overall infrastructure and security for Tata Trusts.

Key Accountability:	
1.	Develop and manage physical and information security across applications and infrastructure across the Trusts.
2.	Define, build, and maintain Business Continuity Plans and DR strategy.
3.	Manage the procurement and deployment of IT hardware and software.
4.	Ensure the optimal performance and availability of IT systems.
5.	Manage service performance and reporting, trend analysis and IT budgeting.
6.	Develop and implement robust IT security policies, procedures, and standards.
7.	Oversee the implementation of security controls and technologies, such as firewalls, intrusion detection systems, and encryption.
8.	Ensure compliance with relevant industry standards and regulations like ISO 27001, ISMS, ITIL, GDPR, DPDP , external and internal audits.
9.	Responsible for stakeholder and vendor management including sourcing, contracting and performance management for support related activities.
10.	Plan effective and innovative end user (EU) devices strategy to provide seamless service to the EUs and enhance EU productivity.
11.	Keep abreast with the latest technology trends, assess relevance and impact to Tata Trusts.
12.	Maintain high quality documentation.

Stakeholders	
Relationship (within organization)	Users of Trusts IT systems, the larger IT Team and all other internal functions
Relationship (Outside Organization)	Partners delivering IT services for the Trusts, advisory services for Associate organizations

## Job Specifications

Knowledge:
<b>Cloud</b>
<ul style="list-style-type: none"> <li>Public Cloud Services (AWS/Azure)</li> <li>Open-source Infrastructure tools</li> <li>Linux and cloud orchestrations</li> </ul>
<b>Networks</b>
<ul style="list-style-type: none"> <li>LAN/ WAN topology, protocols, VLANs, QOS, VPNs, TCP/IP network stack</li> <li>Technical knowledge of routers and protocols, L2 / L3 switches, wireless routers and protocols and other networking devices such as load balancers and sharers</li> </ul>
<b>Security, Risk and Compliance</b>
<ul style="list-style-type: none"> <li>End user security products /anti-malware and EDR solutions, practices and principles</li> </ul>

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- Define, deploy and manage Information Security, Risk and Compliance practices

## Competencies & Skills:

- Excellent understanding of Microsoft 365 Suite, Security Add-ons and Licensing.
- IT infrastructure and network, including cloud environments (AWS, Azure), O365, and on-premises components.
- AWS – All IaaS features and common PaaS modules.
- Information Security and data management.
- Knowledge of scripting languages (e.g., Python, PowerShell).
- Problem-solving abilities to address technical challenges.
- Excellent communication and collaboration skills to work effectively with stakeholders.
- Ability to lead a competent team, foster performance and teamwork; mentor, coach, and promote learning
- Ability to work independently and manage multiple projects simultaneously.

## Experience:

- 15 - 20 years of relevant IT experience demonstrating a strong track record of successfully leading teams and managing complex IT environments
- Minimum 5 years of experience with Microsoft O365, AWS and Azure cloud platforms, including their management, operations, and optimization. Experience in managing voice and data networks while ensuring security and information protection is required.
- Hands on experience in planning, design, installation and maintenance of IT infrastructure (server, storage, networks, end user devices) is required.
- Proven experience in deploying IT Security, Risk and Compliance initiatives
- Experience in managing SaaS/PaaS/IaaS providers, including the SLA's definition, negotiation, and monitoring, is required.
- Experience in the operation of IT services in an ITIL environment is required.
- Experience with DevOps and Agile methodologies is desirable.

## Qualification:

- BE / BTech / MCA in Computer Science, Engineering, another related discipline, or relevant experience
- Certifications in IT infrastructure and security (e.g., CISSP, CISM, CCSP)

**Please Note:** - Compensation shall be in line with industry standards.