

# Associate Director DDIT ISC Forensics

Job ID  
REQ-10022168  
Sep 16, 2024  
USA

## Summary

The Associate Director of Forensics will be an integral part of the Novartis Cyber Security Operations Center (CSOC). The CSOC is an advanced global team passionate about the active defense against the most sophisticated cyber threats and attacks. The Associate Director of Forensics is a seasoned and skilled professional who will leverage a variety of tools and resources to provide complete digital forensic services for the CSOC/ISC as well as for other functions including (but not limited to) Global Security, Human Resources, Internal Audit, and Legal. This role will involve coordination and communication with technical and nontechnical teams, including security leadership and business stakeholders.

## About the Role

### Major Accountabilities (may include but not limited to):

- Digital Forensics and Incident Response
  - Support specific IT forensic investigations and operations, including
  - The extraction of data and electronic evidence from information technology in a way that ensures that the data is seized in compliance with computer forensic standards and in compliance with chain of custody guidelines. The subsequent analysis of this electronic evidence where allowed and relevant.
  - Work with Group Legal department on forensic litigation support by providing expert advice, performing acquisition and discovery work, and writing summary reports
  - Actively participate in incident response team and efforts; perform evidence collection and root cause analysis of compromised devices
  - Create forensic images of electronic media and devices; including but not limited to servers, laptops, mobile phones, and portable storage devices
  - Continually keep current with emerging IT forensics trends, technologies and software.
  - Conduct investigations into security alerts and coordinate root cause analysis of IT Security incidents
- Technologies and Automation:
  - Interface with engineering teams to design, test, and implement playbooks, orchestration workflows and automations that support forensic activities
  - Research and test new technologies and platforms; develop recommendations and improvement plans
- Day to Day
  - Manage the development of tools, policies and processes to support the digital forensic program
  - Develop metrics and KPI reports for management, including gap identification and recommendations for improvement

- Recommend or develop new forensic tools and techniques
- Provide mentoring and coaching of other CSOC team members
- *This position will be located at the Cambridge, MA or East Hanover, NJ site and will not have the ability to be located remotely.*

### **What will you bring to the role:**

- 4+ years of experience in Digital Forensics
- Experienced IT administration with broad and in-depth technical, analytical and conceptual skills
- Experience in reporting to and communicating with senior level management (with and without IT background, with and without in depth risk management background) on incident response topics
- Excellent written and verbal communication and presentation skills; interpersonal and collaborative skills; and the ability to communicate information risk-related and incident response concepts to technical as well as nontechnical audiences
- Excellent understanding and knowledge of general IT infrastructure technology and systems
- Proven experience to initiate and manage projects that will affect CSOC services and technologies

### **Preferred Experience**

- *Good mediation and facilitation skills*
- *Good knowledge of IT Security Project Management*
- *Experience with digital forensics related to medical/manufacturing devices*
- *Knowledge of (information) risk management related standards or frameworks such as COSO, ISO 2700x, CobiT, ISO 24762, BS 25999, NIST, ISF Standard of Good Practice and ITIL*
- *Host and network based forensic collection and analysis*
- *Proficient with Encase, Responder, X-Ways, Volatility, FTK, Axiom, Splunk, Wireshark, and other forensic tools*
- *Research, enrichment, and searching of indicators of compromise*
- *Very strong team and interpersonal skills along with the ability to work independently and achieve individual goals.*
- *Coordinate with other team members to achieve the specified objectives.*
- *Excellent written and verbal communication skills; interpersonal and collaborative skills; and the ability to communicate IT security and IT Security risk-related concepts to technical and nontechnical audiences.*

The pay range for this position at commencement of employment is expected to be between \$151,200 and \$226,800 per year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people’s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our

people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll Receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

**Commitment to Diversity & Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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Division

Operations

Business Unit

CTS

Location

USA

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Alternative Location 1

Cambridge (USA), USA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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