National Initiative for Cybersecurity Education (NICE)
Community Coordinating Council
Modernize Talent Management Working Group

Project Charter: An Employer’s Guide to Writing Effective Cybersecurity Job Descriptions
January 10, 2023
Project Team Lead(s): Elizabeth Green, Megan Smith-Branch

1. Project Team Description
   This project team focuses on Goal 3.3 of the NICE Strategic Plan: “Align qualification requirements according to proficiency levels to reflect the competencies and capabilities required to perform tasks in the NICE Framework.” In this statement, the language “qualification requirements” will be used in this project to mean those hiring requirements that are used by an employer as a way of gauging whether a candidate is viable and meets minimum position requirements.

2. Project Team Purpose
   The team will contribute to the development of a guide for employers to aid them in developing effective cybersecurity job descriptions that appropriately align competencies and capabilities to proficiency levels. Note that NICE is in the process of developing a proficiency scale, and the outcome of this project will be able to leverage it.

3. Project Team Objectives
   (Audience: Employers)
   - Develop guidance for writing effective job descriptions utilizing good practices from exemplar organizations in selected industries
   - Guide should provide practical, actionable steps for employers in the development of job descriptions to include any tools and best practice tips. How-to examples can be demonstrated in oral (e.g., short video) and/or written formats.
     - Considerations:
       - Addressing questions employers should ask to determine how qualifications will be assessed both during and after hiring.
       - Right sizing the job regarding what is required vs. preferred to reduce unessential requirements and open the candidate aperture.
   - Guide should be flexible and extensible enough to allow for customization across industries and incorporation of a future NICE proficiency scale

4. Project Team Deliverables
   Actionable guide for employers to use in developing effective cybersecurity job descriptions based on the successful practices utilized by exemplar organizations.
5. **Timeline for Project Development**  
Deliverables due at end of March 2023

**Project schedule:**

**January:**
- Charter Approved
- Draft & Review Complete
- Resource Guide Drafted
- Additional reference documents draft created
- Begin gathering case studies

**February**
- Final Guide Draft Ready for review
- Case studies
- Determine format for final deliverable
- Additional reference documents draft completed

**March**
- Final edit, formatting of Guide and Reference Documents
- Input case studies
- Additional resources completed (video, one pager etc.)

6. **Draft Project Team Meeting Agenda**  
Project meeting via Microsoft Teams 1st and 3rd Thursday of the month 12pm ET

```
[Job Descriptions Project Meeting]
[Date | Time]
[Meeting Access Information]

    Roll Call
    Review of Project Charter
    Discussion: Actions Taken Since Last Meeting
    Discussion: New/Ongoing Action Items
    Next Meeting Reminder
```