

**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