

Janus Henderson Job Description

Title: IT Access Management Analyst

The Company

Janus Henderson Investors is a leading independent global asset manager, dedicated to delivering the best outcomes for clients through a highly diversified range of actively-managed products.

We support our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives.

We are a team of independent and creative thinkers who work tirelessly to help our clients achieve their goals – and we do it by supporting a high-energy and collaborative culture that ensures our people love the place they work.

Janus Henderson is a truly global manager with US\$378.1bn¹ of assets under management. We have a diverse geographic footprint, employing over 2,000 staff in 27 office locations globally. Headquartered in London, we are dual-listed on the New York Stock Exchange and the Australian Securities Exchange.

¹Janus Henderson pro-forma AUM as at 30 September 2018

The Department

The IT department plays a crucial role in supporting the success of Janus Henderson Investors. With around 200 people, we are responsible for developing and implementing state-of-the-art software to support our fund management, distribution and operational areas and for maintaining a stable and resilient IT infrastructure platform.

Overview of the Role

Access Management is responsible for the management and protection of Janus Henderson Investors computer applications/systems and associated data from unauthorized and inappropriate access. The team is responsible for handling end-user identity, end-user application access, end-user directory access and the user and application security lifecycle from provisioning to de-provisioning of access rights.

You will ensure user access is appropriate, approved, applied and records maintained in accordance with Global Information Security, Risk, Compliance and Audit standards and policies. Confidentiality, attention to detail and adherence to pre-defined processes and procedures will be key for success in this role.

Duties and Responsibilities

- Ownership, management and resolution of Access Management requests / issues from beginning to end
- Validation of requests, ensuring security is not compromised and correct records are maintained for audit and compliance purposes and appropriate licenses are in place.
- Report on status and progress of work or causes of delays
- Report on breaches of policy to management
- Apply principles and practices for continuous improvement
- Manage Access to Janus Henderson and 3rd party applications in line with the agreed SLA's and company policy or guidelines
- Monitoring of entitlements and controls to ensure the integrity of access to systems and appropriate access levels are maintained
- Maintain, implement and assist in the definition of security and company policies as defined by CISO, Risk, Compliance and Audit
- Assist in new technology rollouts to ensure standards are being maintained
- Obtain, Prepare and Provide evidence of compliance of processes required during audits and reviews from various sources (Active Directory, Applications, Service Now, Identity & Access Management Systems and 3rd Parties)
- Acts as liaison, coordinating activities and resolving issues with peers, teams, departments, divisions, vendors, etc. to maintain effective working relationships
- Develops and maintains relationships with internal and external stakeholders, including regulatory and compliance teams to identify business and technical requirements
- Applies organizational policies and procedures, and recommends changes or enhancements to procedures or processes
- Analyses and handles flow of requests and make recommendations for reducing request volumes or improving operational efficiency
- Participate in business recovery planning and exercises
- This role will be required on a Rota basis covering the hours 07:00 – 18:00
- Overtime and weekend hours may be required
- Carry out additional duties as assigned

Supervisory Responsibilities

- None

Technical Skills and Qualifications

- Ability to use service management tools to create, monitor and resolve incidents and requests. Particularly Service Now.
- Strong knowledge of security access technologies particularly Active Directory, Azure and Exchange
- Confirmed experience in MS Office applications particularly Excel and Outlook.
- Knowledge of application, file and print security
- Knowledge of Remote Access Systems particularly RSA, Good, Blackberry Work and Citrix

- Desirable knowledge of Business Systems particularly Charles River, SAP HR, SAP Finance, SAP GRC, Salesforce and SharePoint
- Some working experience of IT Access Management administration

Competencies Required

- Ability to identify, isolate and resolve incidents and requests
- Ability to understand business policies and processes
- Experience of working in high volume and high pressure environments
- Always maintains a professional manner and remains calm in high stress situations
- Highly motivated
- Impeccable integrity
- Superb attention to detail
- Customer focus
- Ability to prioritise and meet tight timescales
- Interpersonal skills
- Excellent Oral and Written communications – provide documentation, updates to business partners or IT Management that is clear, precise and understandable, communicates and presents in a clear and compelling manner.
- Ability to work as part of a team – circulate important information and contributes to team discussion
- Organised with good time management and planning – handles personal workload effectively
- Desire to follow best practice and development standards
- Initiative, willingness to seek and achieve improvements to processes and technology
- Expertise in Identity and Access Management Lifecycle and Governance software and solutions
- Knowledge of Regulatory Compliance and Auditing

Ongoing competence in the role to be assessed by:

- Annual Performance Appraisal
- Completion of all assigned Compliance training
- Annual Attestation (Knowledge and Competence in-scope roles only)

For those in scope of Knowledge & Competence (MiFID II)

- Knowledge of financial markets, financial markets function and the impact of economic figures and national/regional/global events on markets
- Understanding of issues relating to market abuse and anti-money laundering

Compliance Requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first and always act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if you would like further explanation or direction regarding this
- Understand and abide by all Janus Henderson policies applicable to your role, and ask for the support/guidance of the policy owner if you are unsure at any time
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

We are an equal opportunity / Affirmative Action employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.