

# SENIOR SAP SECURITY CONSULTANT

Function:	SERVICE OPERATIONS - IS&T
Position:	<b>SENIOR SAP SECURITY CONSULTANT</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	SAP Technical & Development Manager
Additional reporting line to:	
Position location:	

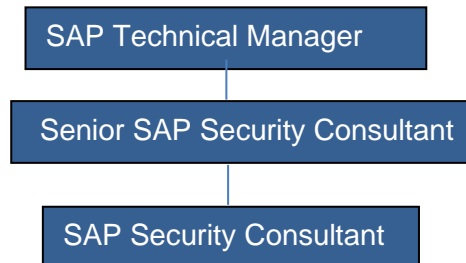
## 1. Purpose of the Job – State concisely the aim of the job.

- To drive and manage the technical delivery of SAP and SAP GRC security and authorisation solutions/initiatives within the SAP environments to meet new business requirements within the project methodology of the IS&T department.
- Maintaining and enhancing the company's SAP template.
- Supporting the business in the sap security function.
- Managing successful projects to enhance the footprint in the areas of the specific modules of expertise.
- To liaise with business system owners, third-party software providers and IS&T teams to ensure the best solutions are provided and that they are in line with Sodexo strategies.
- Primarily manage and lead the technical relationship with the assigned SAP GRC support service provider.
- Demand management, responsible for prioritising and managing SAP security team workload and demand providing direction to the SAP security team for operations and change.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

<b>Financial</b>	No direct budget accountability but advisory role on related SAP spend and project estimates
<b>Other</b>	May indirectly report into a project or manage project reporting lines
<b>Staff</b>	Team members – SAP Security team

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

In this role you will need to configure, test and produce documentation and deliver SAP and SAP GRC security and authorisation solutions to customers following strict controls around segregation of duties whilst ensuring tight control of the ability to change user profiles and roles and restrictions around data.

Investigating and providing subject matter expert advice and recommending solutions for customer requirements. You will need to produce role design, strategy and approach to meet specific customer demands whilst ensuring deliverables are consistent with design principles, standards and methodologies

You will need to form and manage good working relationships with outsourcing partners for both operational services and change requests. You will need to demonstrate an ability to adhere to effective IS&T governance to ensure transparency, effectiveness, and agility in response to business priorities, ensuring delivery on time, on budget, fit to purpose, with high level of solution quality and achieving business case objectives. The SME will also contribute towards a cohesive partnership with transversal functions through business relationship management; addressing sap security and GRC requirements while accommodating constraints.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Deliver successful SAP Security and Authorisations project work, changes, fixes, SAP environment patches and periodic SAP environment refreshes across all functional areas and environments.
- Analyse SAP Governance, Risk and Compliance across all business areas, with particular emphasis on Access Control.
- Primarily manage and lead the technical relationships with the assigned SAP GRC support service provider
- Manage SOD remediation activities and supporting the organisation to work through the remediation requirement.
- Form good working relationships with the business.
- Resolve business issues within defined SLAs.
- Improving the current SAP functionality and business process.
- Project manage projects in the SAP security area.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Lead the SAP security function – managing workload, priorities, and personal development through coaching, training, and feedback.
- Conducts performance and development reviews for team members.
- Support and manage projects to enhance the current SAP footprint.
- To conduct and lead regular formal IT Service Reviews with allocated SAP GRC supplier and monitor their performance against their contract, escalating issues where appropriate.
- Analyse and solve SAP security and authorisation issues.
- Implement SAP Security changes for approved change requests.
- Update and maintain SAP technical documentation.
- Conduct Unit tests, Integration tests and Performance tests.
- Proactively propose solutions to improve the support of new business processes.
- Support the SAP functional and development teams with issues and propose solutions.
- Act as Process Control Owner for GRC IT controls within the SAP authorisations function.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential**

- Excellent communication skills at all levels of the organisation, including experience of communicating technical information to a non-technical audience
- Proven experience of implementing SAP solutions and enhancing SAP systems
- Management experience of task allocation, delegation, and mentoring
- Experience of managing relationships with third-party software providers
- Excellent consultancy skills and a pro-active attitude
- Experience in defining technical requirements/designs
- The ability to work independently, as well as in project teams
- Expert knowledge of SAP Security and Authorisations – User & Role management
- Strong experience within SAP Governance Risk and Compliance (GRC) v12 Access Control, Emergency Access Management (EAM) and Access Request Analysis (ARA) and Process Control modules
- Knowledge of key business processes – Procure to Pay, Order to Cash, Hire to Retire, Account to Report and related Workflow and the underpinning approval functionality.
- Proven knowledge of Control and Compliance requirements and regulatory frameworks – audit cycles, Segregation of Duty and Risk Remediation
- Knowledge of SAP modules and overall Sodexo footprint - FI, CO, IM, FSCM, PM, PS, MM, SD, SRM, HCM, PI, BI and GRC AC and PC
- Strong knowledge of IT controls
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**Desirable**

- Educated to a minimum of degree level and / or professional qualifications in a relevant subject
- Exposure and previous experience of delivering complex SAP projects
- Knowledge and experience of interfacing SAP to other solutions
- Experience of delivering solutions to Business services, Retail or Facilities Management sectors

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	