Job Description | Risk Officer

We are seeking a passionate Risk Officer to join our growing team.

1. ABOUT ELTEMATE

   We are ELTEMATE – A Hogan Lovells Legal Tech Company. Our goal is to make clients' lives easier by delivering practical solutions to everyday problems. We combine a deep understanding of our clients' legal needs with the speed and innovation of a technology start-up. Our portfolio covers a large spectrum of legal tech solutions including artificial intelligence, eDiscovery, information analysis, regulatory updates, databases, deal rooms, workflow management, case management, document automation, risk assessment, reporting, and apps.

2. ROLE DESCRIPTION

   We are seeking a Risk Officer with a blend of security expertise, regulatory knowledge, and technical understanding. This role requires someone who can assess and communicate security, privacy, AI and compliance risks effectively while working closely with development teams to ensure compliance with evolving regulations.

3. DUTIES AND RESPONSIBILITIES

   - Conduct comprehensive risk assessments for applications, systems, and infrastructure from the perspective of AI, security, compliance and privacy.
   - Identify, analyse, and evaluate risks using quantitative and qualitative methods.
   - Develop risk treatment plans and track risk mitigation activities.
   - Maintain a risk register and provide regular risk reporting to leadership.
   - Perform business impact analyses and assess risk tolerance levels.
   - Ensure organizational compliance with ISO 27001:2022 information security standards.
   - Guide compliance efforts for NIST frameworks (CSF, AI RMF, 800-53).
   - Lead compliance initiatives for NIS2 Directive and DORA requirements.
   - Monitor regulatory landscape and advise on emerging compliance obligations.
   - Prepare for and support in external and internal audits and Penetration and Resilience Tests.
   - Translate regulatory requirements into actionable technical controls.
   - Review development practices and recommend security improvements as required.
   - Respond to assessment requests from customers.
   - Create and maintain compliance documentation and evidence.
   - Participate in security architecture and design reviews.
   - Support implementation of security controls based on risk priorities.
   - Develop risk-based security roadmaps aligned with business objectives.

4.   REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- 4-6 years of experience in information security risk management or compliance.
- Strong knowledge of ISO 27001 and experience with implementation or audits.
- Understanding of NIST frameworks (CSF, AI RMF, 800-53, or similar frameworks).
- Familiarity with NIS2 Directive, DORA and EU Cyber Resilience Act.
- Background in or understanding of secure software development lifecycle process (SSDLC).
- Proven ability to communicate complex security concepts to technical and non-technical audiences.
- Experience with facilitating discussions and building relationships with engineering teams.
- Strong analytical, communication and documentation skills.

5.   OTHER PREFERRED SKILLS/CERTIFICATIONS

- ISO 27001 Lead Auditor or Lead Implementer certification.
- Experience with GRC (Governance, Risk, and Compliance) platforms.
- Knowledge of additional frameworks and regulations (SOC 2, GDPR, AI Act).
- Technical background in software development or engineering.
- Certifications such as CRISC, CISM, CISA, or CISSP.
- Experience with cloud compliance and DevSecOps security practices.
- Understanding of privacy and data protection requirements.
- Familiarity with agile development methodologies.

6.   OTHER DETAILS

- ELTEMATE supports a hybrid working model, with its office located in Amsterdam, Netherlands.
- Strong preference to candidates based in the Netherlands or Germany. Candidates based in the UK can also be accommodated.

7.   DISCLAIMER

ELTEMATE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity or any other characteristic protected by law.

If you are interested, please get in touch with us at HR@eltemate.com. We look forward to meeting you.