

# APPLICATION PACK

**CORPORATE & COMMUNITY SERVICES**

**INFORMATION SECURITY & DIGITAL RISK OFFICER**

**ERN01257**

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This Application Pack should contain all the information you require to complete your application.

# ADVERTISEMENT

## CORPORATE & COMMUNITY SERVICES

<b>POST:</b>	Information Security & Digital Risk Officer
<b>REF:</b>	ERN01257
<b>GRADE:</b>	Grade 14
<b>SALARY:</b>	£44,783 - £46,152 (£24.54 to £25.29 per hour)
<b>HOURS:</b>	35 per week
<b>LOCATION:</b>	Council Offices, Barrhead

We are looking for an experienced Information Security and Digital Risk Officer to join our team. You will be responsible for the establishment and management of a comprehensive information security and digital risk management regime for the Council that ensures that information assets are adequately protected. In addition you will be responsible for identifying, evaluating and reporting on information security risks in a manner that meets compliance and regulatory requirements, and aligns with and supports the digital ambitions of the Council.

You will have an extensive knowledge of BS 7799 or ISO 27001 Security Standards and the ability to develop a practical framework of policies for the Council supported by pragmatic controls and processes. You will also contribute to the development of the Corporate ICT and Digital Strategies so you must have a clear understanding of how technology contributes to modern and efficient business or Council services.

You will be a methodical self-starter who can work well with others and have the ability to deal with people confidently at all levels and to play a strategic role in the information security and digital risk area. You'll need to be an excellent communicator and provide advice and guidance whilst understanding business requirements and drivers for change. You will have well developed organisational skills and be able to manage workloads and competing priorities.

**This post is subject to a Basic Disclosure Check.**

**Closing date for applications: midnight on Sunday 17 September 2017**

**Shortleat date: 21 September 2017**

**Interview date: 6 October 2017**

If you would like an informal discussion about the post, please contact Murray Husband, Head of ICT & Digital Enablement, on 0141 577 3452.

Completed applications

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

## JOB DESCRIPTION

**JOB TITLE:** Information Security and Digital Risk Officer

**GRADE:** 14

**RESPONSIBLE TO:** Head of ICT and Digital Enablement

**LOCATION:** Main Street, Barrhead

### MAIN FUNCTION

Develop and manage a comprehensive and pragmatic information security and digital risk management regime for the Council that ensures that information assets are adequately protected.

### RESPONSIBILITIES

Act as a main point of contact for all information security and digital risk related matters and act as internal consultancy to Council Services.

Develop, implement and monitor a strategic, comprehensive enterprise information security and digital risk management program to ensure that the integrity, confidentiality and availability of information is owned and controlled by the Council based on ISO 27001/2, HMG Standards and ITIL

Identify, evaluate and report on information security risks in a manner that meets compliance and regulatory requirements, and aligns with and supports the digital ambitions of the Council

Develop, maintain and publish up-to-date information security policies, standards and guidelines. Oversee the approval, training, and dissemination of security policies and practices

Enhance and manage a risk-based process for vendor risk management, including the assessment and treatment for risks that may result from partners, consultants and other service providers

Create and manage information security and risk management awareness training programs for all employees and contractors

Work directly with the Council Services to facilitate information and digital risk assessment and management processes, and work with stakeholders throughout the Council on identifying acceptable levels of residual risk

Provide regular reporting on the current status, posture and threat landscape of the information security and digital risk program to the ICT management team and the corporate management team

Manage a framework for roles and responsibilities with regard to information ownership, classification, accountability and protection

Provide strategic and operational risk guidance for ICT projects, including the evaluation and recommendation of technical controls

Liaise with the enterprise architecture team to ensure alignment between the security and enterprise architectures, thus coordinating the strategic planning implicit in these architectures

Coordinate information security and risk management projects with resources from ICT and Council Service teams

Ensure that security programs are in compliance with relevant laws, regulations and policies to minimise or eliminate risk and audit findings. This includes ISO 27001, PSN, PCI DSS, and DPA

Define and facilitate the information security and digital risk assessment process, including the reporting and oversight of treatment efforts to address negative findings

Maintain an active and effective Information Security Forum for the council which allows departments a voice in the strategic goals of information security and digital risk

Manage security incidents and events to protect Council IT assets, including intellectual property, regulated data and the Council's reputation. Assist with disciplinary and legal matters associated with such incidents as necessary

Monitor the external threat environment for emerging threats, and advise relevant stakeholders on the appropriate courses of action

Liaise with external agencies, such as PSN Authority, CESC, National groups and other public and advisory groups as necessary, to ensure that the Council maintains a strong security posture. Represent the council on the Scottish Local Authority Information Security Group (SLAISG).

Coordinate the use of external resources involved in the information security program, including, but not limited to, interviewing, negotiating contracts and fees, and managing external resources

Develop and oversee effective disaster recovery policies and standards to align with corporate business continuity management program goals. Coordinate the development of business continuity and disaster recovery plans and procedures to ensure that business-critical services are recovered in the event of a security event.

Facilitate a metrics and reporting framework to measure the efficiency and effectiveness of the information security and digital risk program, facilitate appropriate resource allocation, and increase the maturity of security

Understand and interact with related disciplines through committees to ensure the consistent application of policies and standards across all technology projects,

systems and services, including, but not limited to, privacy, risk management,  
compliance and business continuity management  
To carry out any other duties as directed by the Head of ICT and Digital Enablement



<p><b>Be able to demonstrate experience of devising policies and best practice guidelines to be used by all staff</b></p> <p><b>Be able to demonstrate experience in Internet Service provision</b></p>	<p>√</p>	<p>√</p>	<p><b>Application Form/ Interview</b></p>
<p><b>SKILLS AND ABILITIES</b></p>			
<p><b>Be able to demonstrate an ability to work under pressure and manage several concurrent projects</b></p>	<p>√</p>		<p><b>Application Form/ Interview</b></p>
<p><b>Be able to demonstrate an ability to work to PRINCE2 and ITIL standards</b></p>		<p>√</p>	<p><b>Application Form Interview</b></p>
<p><b>Be able to demonstrate and ability to deal confidently and tactfully with people at all levels</b></p>	<p>√</p>		<p><b>Interview</b></p>
<p><b>Be able to demonstrate an ability to analyse situations and take appropriate action</b></p>	<p>√</p>		<p><b>Interview</b></p>
<p><b>Be able to demonstrate an ability to work in and manage difficult situations</b></p>	<p>√</p>		<p><b>Application Form/ Interview</b></p>
<p><b>Be able to demonstrate sound negotiation techniques</b></p>	<p>√</p>		<p><b>Interview</b></p>
<p><b>Be able to demonstrate ability to provide advice and guidance to departments on Information Security issues</b></p>	<p>√</p>		<p><b>Application Form/ Interview</b></p>
<p><b>Be able to demonstrate experience of providing training to staff on Information Security issues</b></p>		<p>√</p>	<p><b>Application Form/ Interview</b></p>
<p><b>LEADERSHIP COMPETENCIES</b></p>			
<p><b>Acts with integrity, respect and flexibility in responding to a diversity of individuals and groups</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>
<p><b>Strives for excellence through clear prioritisation, effective delegation and timeous delivery to achieve organisational goals</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>
<p><b>Ensures that any decisions are based on sound financial information and appraisal of options</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>
<p><b>Engages effectively with others to make the change happen by inspiring, motivating and influencing them</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>
<p><b>Clearly defines and communicates outcomes and expectations to achieve organisational outcomes</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>
<p><b>Ensures risks are managed appropriately</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>
<p><b>Champions the customer perspective and engagement principles as a basis for decision making and change in order to improve outcomes, simplify the customer journey and meet customer needs</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>
<p><b>Works in a constructive manner with others, across departmental and organisational boundaries, to achieve shared objectives and best value</b></p>	<p>√</p>		<p><b>Form/Interview</b></p>



<b>Seeks to continually improve services through constructive challenge</b>	√		<b>Form/Interview</b>
<b>ADDITIONAL JOB REQUIREMENTS</b>  <b>Be in possession of a current driving licence with ability to use own transport</b>		√	<b>Interview / Verification of documentation</b>