**Job Profile**

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| **Provisional Job Title:**  Information & Cyber-Security Manager | **Grade**:  MG1 |
| **Section:**  Corporate IT | **Directorate:**  Resources |
| **Responsible to:**  Infrastructure Manager | **Responsible for:**  2X Information Security Analyst  1X Cyber Security Analyst |
| **Post Number/s:** | **Date**  01/06/2021 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

The post holder will be responsible for managing the ISMS, implementing and maintaining the SSA ISO27001, PCI and PSN information security frameworks. Post holder responsible for advising on all matters related to cyber security working closely with technical staff.

**Specific Duties and Responsibilities:**

* Manage the SSAs Information Security Management System (ISMS)
* Management of the SSA’s ISO, PCI, PSN, Cyber security essentials and associated information/cyber security standards.
* Research of any emerging cyber security threats.
* Management and remediation of any hardware of software vulnerabilities on the councils’ network or associated cloud.
* Advises and consults with infrastructure team to make recommendations for all elements of cyber security for the SSA network or associated applications.
* Leadership, from a security perspective, in any Cloud related activities including Data Governance.
* Leadership of a team that advises council stakeholders on all aspects of information and cyber security.
* Deep technical understanding of cyber security threats and mitigations with a view to implementation council wide.
* Shaping and delivering the future strategy for information security with the infrastructure manager & liaise with DPO/SIRO.
* To provide effective senior management of staff in team, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
* Evaluation of any new information security standards.
* Development and implementation of a range of corporate standards.
* Evaluation of any IT systems from an information governance perspective
* Develop and implement security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* Perform any other duties as may be required by the Head of IT Services or Infrastructure Manager in order to ensure continued operation of the Council’s IT.
* Management of any SIEM product and Microsoft Defender 365 Suite.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
* To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

Responsible for 2X Information Security officer and 1X Cyber Security Officer.

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**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision.
* taking a team approach that values collaboration and partnership working

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge** | |
| In depth knowledge of ISO27001 Standard and equivalent security standards |  |
| In depth Knowledge of PCI standard |  |
|  |  |
| Demonstrated Cyber security knowledge to CISSP level |  |
| **Experience** | |
| Experience with managing teams of Information and cyber security specialists |  |
| Experience managing security forums |  |
| Management experience with focus on mediation between stakeholders with different opinions. |  |
| Experience Monitoring for attacks and Intrusions |  |
| Experience looking for software and hardware vulnerabilities |  |
| Experience leading rolling out ISO 27001 across large (4000 plus) organisations |  |
| Experience leading roll out of PCI across large organisations. |  |
| Experience with using and manging SIEM tools |  |
| Understanding of complex scripting Tools such as Python |  |
| 5+ years’ experience working in risk management and governance |  |
| 5+ years’ experience running cross functional teams |  |
| Experience managing the entire Microsoft 365 Defender Suite. |  |
| **Skills** | |
| Implementation of information security standards across departments |  |
| Evaluation of IT systems from a security perspective |  |
| Demonstrated ability to look through large data sets to identify anomalies using Machine Learning Tools. |  |
| Strong IT Skills including in depth knowledge of hardware software and networks |  |
| Experience using network forensics |  |
| **Qualifications** | |
|  | |
| CISSP or CISM and ISO27001 Lead Implementer |  |

**Progression Criteria**

MG1 Able to perform the full duties of the post with only occasional input from the immediate manager. Expert knowledge, experience and demonstrable track record of accomplishment in at least five of the specialisms listed under the specific duties and responsibilities. Senior management experience including management of multiple teams and influence at directorate level. Able to deputise for direct manager where required.

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)