

JOB DESCRIPTION

Post: Information Security Manager
Grade: Band H **Job Evaluation Ref:** C141
District/Department: Joint Information Management Department
Sector/Section: -
Location: OCC Wymondham/PHQ Martlesham Heath
Reporting to: Head of Joint Information Management

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To be the lead for both Norfolk and Suffolk Constabulary on information security matters, ensuring safeguards are in place to protect information assets and comply with legislative requirements and other relevant standards. To ensure compliance with the NPCC Information Systems community Security Policy, national codes of connection and other appropriate standards.

2. Main activities of the role *(This list is not exhaustive)*

- Act as the lead on information security matters for the force, with overall responsibility for output from the Information Security Unit, to adequately protect both constabularies from security threats
- To ensure compliance with the NPCC Information Systems Community Security Policy, national codes of connection and other appropriate standards, adopt and implement HMG Information Assurance (IA) Maturity Model for both forces and the national Information Assurance Strategy
- Provide specialist and expert advice and guidance on information security matters to individuals, projects, initiatives and others
- Develop and maintain force information security policy and procedures, the Information Risk Assessment framework in relation to force information systems; including the undertaking of risk management and accreditation of individual information systems
- Provide necessary government/police service returns concerned with Information Security
- Undertake and co-ordinate information security investigations, auditing, protective monitoring and compliance testing as required
- Support the Head of Information Management in the production and delivering of information security strategies
- Build internal/external relationships to maintain liaisons with other relevant organisations and bodies, including attendance at meetings and conferences
- Develop and maintain information security training/awareness products and market the need for information security including advice, training and guidance on Government Classification Scheme and the legacy Government Protective Marking Scheme.
- Participate and submit regular reports to the Information Management Steering Group and relevant management, project boards
- Manage Information security incident/breaches
- Lead the scoping and remediation program for CESG CHECK ITHC's for multiple information systems
- Provide business driven advice on the management of security and information risks consistent with HMG IA policy, NPIRMT, standards and guidance
- Identify the best course of action for the information risk assessment programme to identify, analyse, evaluate and monitor technical, procedural, physical and personnel risks in information systems.
- Identify and communicate to information risk owners, senior managers and other stakeholders on the causes, likelihood and potential business impacts of information risks

- Represent both forces at national and regional level on information security issues
- Manage and develop the Information Security Advisor
- Any other duties that are commensurate with the role and grade as may be requested by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

Post: Information Security Manager

District/Department: Joint Information Management Department

Location: OCC, Wymondham or PHQ, Martlesham

Essential Criteria

1. Significant experience and knowledge in Information Security
2. Ability to manage Information Security within a large organisation
3. Excellent communication skills with the ability to provide oral presentations and written reports, explaining complex issues at all levels
4. Experience in security incident and data breach management
5. Good planning and organisation skills to deliver to strict deadlines
6. Experience of management, including and maintaining internal/external relationships, staff, budgets and resources
7. Good negotiating and influencing skills
8. Ability to travel throughout Norfolk, Suffolk and further afield as required

Desirable criteria

1. Technical Information Security expertise
2. Appropriate Information Security recognised Qualification e.g. CCP SIRA, CISM, ISO27001