**Draft Job Profile: Information Security Manager**

**This supplementary information for the Information Security Manager is for guidance and must be used in conjunction with the Job Capsule for the Job Family ICT Shared Service Job Level 5 Zone 2 Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The role of the Information Security Manager is to manage ICT service risks and to act as the Responsible Officer for Camden’s ICT risk management, negotiating with the Corporate Information Governance members and responding to audits. It will also be responsible for ensuring the council’s compliance matching the strict requirements from central government and the payments councils, supporting data protection, code of connections and investigating serious security incidents.

The post-holder will need to provide expert advice on, the selection, design, justification, implementation and operation of information security controls and management strategies to maintain the confidentiality, integrity, availability, accountability and relevant compliance of information systems. They will be expected to inspire creativity and flexibility in the management and application of Information Management and IT, supporting the council’s ambitions to be a more agile and flexible organisation with respect to workforce management.

**Example outcomes or objectives that this role will deliver:**

* Assess legal and best practice issues, and promote awareness of national and international laws, including those relating to confidentiality, privacy, and copyright, ensure that information assurance priorities set by the business can be effectively monitored and that periodic notification of registration details are successfully submitted to the relevant regulatory authorities.
* Influence the way the council implements its strategies around digital and transformation.  It’s become a pivotal to the way the council approaches not just IT but data.
* Analyse results of investigations into complex, or highly sensitive security violations and determine any variations to standards and their implementation
* Investigate and report on any breaches in security, making recommendations on action arising
* Review new business proposals and planned technical changes and provide specialist guidance on security issues and implications
* Operate as a focus for information security expertise for the council, providing authoritative advice and guidance on the application and operation of all types of security control, including legislative or regulatory requirements
* Personally undertake project work as required, and be responsible for co-ordinating technical security assurance across all ICT operational teams
* Develop the information security standards and ensure implementation of information security strategy in automated systems, ensuring the operation of security systems
* Contribute and adhere to problem management principles, working closely within the ITIL framework and industry best practice’s.
* Develop a strategy and policy framework for ICT security which addresses all risks relating to Information Security
* Develop and maintain knowledge of information security, maintaining contact with others involved in information security and through taking an active part in appropriate professional and trade bodies
* Support and assist in the development of Disaster Recovery plans ensuring these are consistent with the Corporate Business Continuity Plan
* Devise new or revised procedures relating to security control of all IT environments, systems, products and services, demonstrating continuous improvement in control
* Manage assessment of threats to confidentiality, integrity, availability, accountability and relevant compliance. Take ownership of security control reviews, business risk assessments, and reviews that follow significant breaches of security controls
* Manage budgets for staffing, projects and relevant support contracts ensuring monthly forecasts are completed in accordance with council procedures
* Support the council towards GDPR and ISO27001 compliance
* Manage and monitor the councils Quality Management Systems for data handling.
* Ensure the council gains accreditations for the Payment Card Industry, Health and the Public Services Network connectivity
* Support the council Information Governance officers such as the SIRO and DPO with matters of Information Security
* Provide effective management that will contribute to the continuous improvement of the council.
* Actively contribute to council-wide and directorate initiatives that will achieve and implement the Mayor’s priorities and corporate objectives and meet the user needs of Camden’s citizens and businesses.
* Promote a ‘one organisation’ approach.
* Promote equality among all staff, and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups.
* Deputies for the line manager when required.
* Participate and/or contribute to external shows around Information Governance.

**People**

* Initiate new ways of working proactively with the council's services and external partners, to strengthen relationships and develop partnership working.
* Work collaboratively with other services and partners, and make sure that this supports the delivery of specific projects and corporate programmes.
* Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
* Develop staff to realise their potential, manage their careers and therefore improve outcomes for Camden residents.
* Manage staff performance appropriately by providing constructive feedback and taking action where performance falls below the expected standard.
* Responsible for maintaining budgets and contracts relating to Information Security
* Hold staff to account to provide services that are delivered or procured that represent value for money.

**People Management Responsibilities:**

* Line management of up to three staff and will also be expected to deputise in place of line manager when required

**Relationships:**

* Liaise with colleagues across Camden IT, Shared Digital and the wider organization
* Council Services, external partners, (Colleagues in other public services)
* External Stakeholders e.g NCSC, CESG, internal auditors and our Accreditor
* Work with colleagues in other Public Services to support and build and Information Security strategy.
* Work with external stakeholders for example NCSC, CESG, internal auditors and our Accreditor as required.

**Work Environment:**

The post-holder will be required to work in an agile way in line with Camden’s paperless and flexible work environment.

**Technical Knowledge and Experience:**

* BSc in relevant discipline, or equivalent industry experience
* Expert in corporate, industry and professional standards, policies, regulations, compliance and codes of conduct associated with the role.
* Expert in methods and techniques for risk management, business impact analysis, countermeasures and contingency arrangements relating to the serious disruption of IT services.
* Extensive knowledge of Project Management methodologies
* Extensive experience of ITIL practices
* Experience in a management role within the ICT function
* Significant experience of Information Security, CISSP would be preferable.
* A good working knowledge of information security including ISO/IEC 27001 Information Security Management Standard
* Understanding of, and practical experience of applying the Data Protection Act, the Freedom of Information Act and other related legislation, standards and codes of practice

Knowledge of:

* Technologies used to protect the desktop and server environment
* Technologies used to protect and secure the perimeter of the organisation including firewalls and intrusion detection systems
* Corporate business continuity planning
* Processes for security incident management and reporting BS7799/ISO2700 and how it can be applied within a large and diverse organisation

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>