

## **Job Profile**

**Job Title: Senior Information Security Officer**

**Job Grade: Level 4, Zone 2**

**Salary Range: £45,042 - £51,870 Maternity Cover – 1Year Fixed Term Contract**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

A key part of our Digital and Data Services (DDS) department, our Technology Service provides secure, innovative, efficient, and scalable technology solutions that empower our Staff and our Citizens. We are a team of collaborators and knowledge sharers working in an agile, fast-paced environment.

### **About the role**

Working closely with the Information Security Manager and the Security Operations Manager, you will take ownership for the successful delivery of Camden's journey towards compliance with the ISO 2001:2013 standard. You will also be as part of the Governance team, responsible for developing and championing a robust set of information security controls as well as reporting on their adequacy and effectiveness, ensuring that Camden's systems and data remain secure.

Additionally, you'll work to improve Information Security Awareness within Camden using your in-depth security expertise, as well as leading and coordinating our approach to external and internal audits.

The successful candidate will be a professional, passionate about the Information Security discipline and strive to improve security across the Council through collaboration.

Some of these tasks include but are not limited to:

- Taking ownership of Camden's ISO27001 compliance journey.
- Ensuring that Camden has appropriate and effective IT security controls to protect its Assets: Information and Information processing systems.

- Coordinating our approach to external and internal audits and taking responsibility for tracking the remediation of all audit findings.
- Acting as an Information Security evangelist: collaborating with colleagues to raise the Information Security profile internally by adding context and giving examples to ensure relevance and importance, while developing a culture of information security within the Council through the building of relationships.
- Managing the development, refresh and driving the implementation of security policies, standards, guidelines and procedures as we journey towards ISO27001 compliance.
- Collaborating with the relevant key business stakeholders on data protection initiatives to ensure that all regulatory compliance requirements are met.
- Providing expert-level advice while collaborating with key business stakeholders in defining appropriate levels of security controls, systems monitoring and security audits, and ensuring that these are implemented.
- Responding to potential Information Security incidents, helping to coordinate the initial response and managing these while providing recommendations on countermeasures to reduce risks and prevent reoccurrence.

Recruitment and other related team leadership functions for the Information Security Compliance function

*This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties to achieve business objectives.*

## **About you**

Camden is on a journey to transform our digital experiences using cloud technology. To be a successful Senior Information Security Officer, you will need to adapt to a fast-paced, ever-changing environment, as well as maintaining a professional, security-focused approach to all tasks. You will ensure that you keep up to date with current threat trends and use your knowledge to the benefit of our organisation and its goals.

You will be a good problem solver who can work on your initiative and with others to identify creative and innovative solutions. You will also be adaptable and flexible in your approach to work and have excellent organisational skills to manage a varied workload.

You will have relevant experience and professional certifications to demonstrate your capabilities and fit for the role.

**Core skills include:**

- Demonstrable knowledge and understanding of the ISO 27001:2013 standard and other Information Security best practice standards
- Relevant Security accreditations: CISSP, ISO27001 Certified ISMS Lead Implementer, ISO27001 Certified ISMS Lead Auditor, SCCP or CCSP.
- Great stakeholder management and engagement skills with a proven track record of raising the profile of Information Security through positive engagement
- A good working knowledge of security, privacy (DPA), as well as a deep understanding and operational experience implementing Security controls.
- Experience with disaster recovery, business continuity planning, auditing, and Information Security risk management.
- A good understanding and technical knowledge of vulnerabilities, threats, attack methods, and infection vectors.
- Understanding of Cloud Security Methodologies
- Understanding of Digital Rights Management (DRM) and Data Loss Protection (DLP) techniques to protect key company intellectual property.

**Desirable Skills Include:**

- A motivated and involved professional who has excellent interpersonal skills
- You should be passionate about Information Security
- Excellent communication skills with great attention to detail.
- Great at building working relationships through stakeholder management
- You should be a self-starter with initiative who takes accountability.
- Perseverance and ability to drive projects to completion
- Aligning performance for success
- A team player who enjoys working with a team.

**Work Environment:**

In line with Camden's Hybrid Working approach, there is an expectation that the post holder will split their time between working in the office and working at home as appropriate for their role.

**Relationships:**

- This post reports to the Information Security Manager and works closely with the Security Operations Manager and Data Protection Manager
- Internal at all levels.
- Local government, membership bodies and professional bodies, including the NCSC, external auditors and accreditation bodies, as required

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have an active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG