

Hart job description and person specification

Job Description

Job title

IT Security and Compliance Officer

Department

IT

Grade

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Salary

£42,022- £45,028

Manager

IT Manager

Job summary

To support the IT Manager in ensuring the Council IT service operates within a structured compliance and risk managed framework. Key components of the structure are as follows:

- **Change Advisory Board (CAB):** The development of an IT change process and its subsequent administration
- **Cyber Security Threat Assessment** – Compliance and adherence to key cyber security frameworks and standards
- **Policies and Standards:** Maintenance and compliance of key IT standards and policies
- **Risk assessment** – Assessment of IT resources, risks and cyber threats

Main responsibilities and activities

1. Apply a structured methodology and lead IT change advisory (CAB) activities and support adoption of the changes required by a project or BAU activity
2. To assist the IT Manager, develop an IT security response plan and process
3. To attend CAB and IT security meetings and deputise for the IT Manager, when required
4. Assess resources, risks and consequences of change requests
5. Review and oversee CAB approval process
6. Organise application timelines to avoid conflicts with business schedules
7. Enable and design, develop, deliver the management of key communication methods
8. Conduct impact analyses, assess change readiness and identify key stakeholders
9. Develop and maintain key IT policies and procedures
10. Develop test protocols for validating cyber vulnerabilities
11. Ensure the IT service maintains compliance with key frameworks and standards
12. Provide project management support to the IT service
13. Assist the IT manager in ensuring the council complies with IT security standards and assess the risks posed by emerging threats
14. Provide a high-quality service for our residents, staff, managers, and external partners.
15. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
16. Promote the **HART Values** by:
 - Being **helpful**
 - Being **approachable**
 - Being **responsive**
 - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

(For Management Posts) This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification



Job title

IT Security and Compliance Officer

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	2 A levels or equivalent	Education to degree level	Application form and certificate

Attributes	Essential	Desirable	Evidence
Experience and knowledge	<p>At least 5 years' experience working in relevant field</p> <p>Knowledge of current cyber threats and mitigating controls</p> <p>Experience of chairing and organising meetings</p> <p>Committed to providing high-quality customer service</p>	<p>Knowledge of Corporate local government IT systems ie Uniform, Integra, Mod Govt, Home Connections,</p> <p>Knowledge of ITIL V4</p> <p>Knowledge of Prince2</p> <p>Knowledge of PSN,PCI & Govt security frameworks</p>	Application form and interview

<p>Skills and abilities</p>	<p>Excellent communication and negotiation skills, including written communication skills</p> <p>Ability to analyse and interpret data Ability to write and develop IT policies and procedures</p> <p>Ability and confidence to organise, arrange and administer multi-agency meetings</p> <p>Ability to assess, understand and manage corporate IT risks</p> <p>Understanding of current and emerging cyber security risks and controls</p> <p>Excellent project management skills and the ability to manage IT projects through to completion</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve</p>	<p>Ability to work with individual service departments to ensure their systems meet corporate compliance and security standards</p>	<p>Application form and interview</p>
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Attributes	Essential	Desirable	Evidence
	an appropriate outcome		
Personal qualities	<p>Ability to work as part of a team and/or alone and use own initiative</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time</p> <p>Demonstrable record of learning and sharing knowledge with others</p> <p>Practical problem solver, able to demonstrate originality and creativity</p> <p>Ability to develop and build positive work relationships</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>		Application form and interview

Attributes	Essential	Desirable	Evidence
Other working requirements	Flexibility for working outside normal working hours Ability to attend meetings out of usual working hours		Application form

Signatures:

Job-holder

Manager