

Job Title: IT Security & Compliance Manager (CTPSE)	
Job Evaluation Number	C021

JOB DESCRIPTION

Job Title: IT Security & Compliance Manager (CTPSE)	Location: CTPSE
Job Family: Technical Support	Role Profile Title: BB4 Police Staff
Reports To: Business Assurance & Compliance Manager	Band level: 4T
Staff Responsibilities (direct line management of): IT Security Officer – CTPSE	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: act as a single point of contact for Information Communication technology (ICT) security issues that affect CTPSE by advising on ICT Security matters and coordinating ICT security and ensuring the effective implementation of ICT Security policy across CTP SE. Deliver an efficient ICT Security regime in order to maintain the integrity of the CTPSE data assets and protect national security. Act as the CTPSE ICT Security support to the Crypto Custodian in line with national standards and procedures including conducting the annual Crypto account audit. Manage Information (IT) Assurances. Act as SPOC for data breaches in CTPSE, liaising with local force Data Protection Officers (DPOs) where necessary.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Provide first and second line support of core ICT applications for CTPSE. Act as Specific Point of Contact (SPOC) providing assistance for CTPSE in relation to ICT security prioritising urgent operational needs in line with ICT Security policies.
2. Maintain security standards on all CTP SE's secure networks and systems. Monitor users to ensure compliance with National Security Policies and escalating breaches to Senior Management with specific focus on high level access to national secure systems.
3. Ensure the communications Electronic Security Group (CESG) cryptographic account is managed effectively in line with national standards. Manage the CESG inspections ensuring all recommendations from the Inspectorate are implemented effectively. Act as designated alternative SPOC for all CTP SE cryptographic equipment.
4. Creates and maintains (high level security) accounts on the national asset register (Obelisk), monitoring usage and risk/threat escalation, and maintenance of the accuracy of authorised asset inventories on locally agreed system(s).
5. Creation and maintenance of detailed records of all CTP SE ICT security checks and reported instances. Presentation of this information to CTP SE Security Committee and Senior Management.
6. Maintain appropriate security controls for all CTPSE ICT equipment, including National Security equipment (high value), ensuring regular checks and compliance with National Security Policies. Provide Senior Management with ICT equipment availability information to ensure the ability to fulfil operational requirements.
7. Responsible for the timely briefing and updating of all individuals (this includes Police Officers, Police Staff, external Contractors, Suppliers and Visitors) within CTP SE with regard to compliance and understanding of ICT security policies and procedures.
8. Ensuring all IT works carried out are necessary, proportionate and timely.

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| 9. Assist with the disposal of computer-based information ensuring compliance with the Data Protection Act and Government Protective Marking Scheme (GPMS) or Government Security Classifications. |
| 10. Act as SPOC for all data breaches (GDPR), liaising with local force DPOs and where investigating data breaches where required, providing recommendations for action and risk management where required |
| 11. In conjunction with the CTPSE ICT Manager, work with local forces to ensure Security Protocols are fit for purpose for LAN systems across CPSE and that appropriate accesses remain current |
| 12. Manage Information Assurances matters across CTPSE |

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Builds and maintains good working relationships within the national CT Network to understand operational requirements. Develops relationships and contacts nationally, with Thames Valley Police (TVP) ICT and Information Management departments.

Promotes and complies with CTP SE policies for Health and Safety, Equality and Diversity; both in the delivery of services and the treatment of others. Takes appropriate steps to eliminate unlawful discrimination and foster equality of opportunity and good relations.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Proven experience in the application of ICT Security. Competent in IT and software use, experience of maintaining effective accounting records with a good understanding/experience of audit processes and techniques for both IT and accounting.	E
2. Experience of Cloud Based Security Management	E
3. Good understanding/experience of partnership working, disclosure and information sharing issues and principles. Ability to assimilate, interpret and analyse information quickly and formulate appropriate solutions.	E
4. Ability to communicate effectively at all levels while providing excellent customer care and quality service.	E
5. Knowledge of vetting procedures and physical security issues impacting on ICT security.	E
6. Hold a full UK driving licence, have the ability to work abnormal hours if required and to take part in an on call duty rota in relation to critical IT systems. Ability to travel to and work at any site in the UK in the CT Network.	E
7. Member of a recognised information management or IT security body.	E
8. Experience/knowledge of police services (or similar). Knowledge of National and International affairs and how they affect the security of the UK as well as a solid understanding of the Security Policy Framework (SPF).	E

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9. Knowledge of the Data Protection Act 2018	E
10. Certified Extreme Networks Associate.	D
11. Completion of Information Assurance Course, GSAT training, Custodian Course and/or Brent Local Manager course.	D
12. Experience carrying out routine ICT Security Officer Accreditation activities and conducting routine security investigations.	D
Additional Comments: The role may require duties including lifting, bending, stooping and climbing.	