

Job Title: Information Assurance Advisor	
Job Evaluation Number	B963

## JOB DESCRIPTION

<b>Job Title:</b> Information Assurance Advisor	<b>Location:</b> Kidlington or Southampton
<b>Job Family:</b> ICT	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Information Assurance & Compliance Manager	<b>Band level:</b> 3S
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Contribute to the accreditation and compliance of forces' systems with legal, national and local IA requirements in support of the ISO/IEC 27001 Information Security Management System (ISMS).

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. Maintain the accreditation of the forces' systems and maintain compliance with national and local standards such as Codes of Connection providing pragmatic, cost-effective solutions for exchanging information. Identify business information risks and propose recommendations for mitigation to management.
2. Contribute to the development, maintenance and testing of the forces' ICT Disaster Recovery and Business Continuity Plans ensuring the availability of forces' information.
3. Contribute to the development of standards, policies, processes and procedures to support the ISMS and ensuring the security of forces' information.
4. Contribute to the creation and delivery of guidance, user education and operational procedures to support the ISMS. Cultivate relationships with stakeholders in order to raise awareness and proactively contribute to improving the two forces' adherence to information assurance standards.
5. Provide initial response and management of information security incidents, escalating to the Assurance Lead as appropriate, in order to ensure incidents are dealt with effectively.
6. Provide security requirements, in line with forces' policies and procedures, for 3<sup>rd</sup> party and supplier contracts and agreements to support the on-going effectiveness of the ISMS.
7. Delivery of information assurance requirements advice on new and existing ICT systems, advising and assisting project boards and Technical Architects to ensure that controls are proportionate, pragmatic, cost-effective and commensurate with national and local requirements.
8. Assist the forces' Accreditors through preparing and reviewing risk management documents and technical risk assessments. Represent the Information Assurance Team Lead at local, regional and national meetings in relation to information security and assurance, as required, and provide peer support and assistance when appropriate.

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:**

Advises Technical Architects and Project Managers.

Job Title: Information Assurance Advisor	
Job Evaluation Number	B963

Must be delivery focused and able to appreciate Information Security matters in a wider business context, enabling the business to meet its objectives. Must have a customer service ethos and be an effective advocate for Information Security.

Provide advice and guidance that is aligned to current HMG and police policies (such as Security Policy Framework and ISO/IEC 27001) and supports new technologies such as Cloud and Mobile technologies.

The role holder will work with immediate and or / wider ICT team members to share best practice whilst providing development and performance assistance when required. They will act as a subject matter expert to provide guidance and advice to all TVP staff where necessary.

#### 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.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Appropriate qualification or significant experience in a relevant discipline, e.g. Information Governance, Data Protection, Information Assurance / Security, MoPI.	E
2. Effective communication skills, dealing with customers and stakeholders at all levels.	E
3. Be able to exhibit practical experience in the Information Security / IT Arena.	E
4. Technical understanding of IT systems and risk management processes. Must be familiar with Cloud and Mobile technologies.	E
5. Maintain a high degree of integrity and trust when dealing with sensitive and classified information.	E
6. Proven ability to work under pressure, prioritise and manage workload whilst remaining positive and motivated.	E
7. Proven understanding of Information Assurance principles, relevant legislation and HMG / Police IA Standards.	E
8. Appropriate professional qualification in relevant discipline (such as: MSc Information Security, CISSP, CESG Certified Professional etc.) <b>(can be completed after appointment)</b> .	E
9. Take actions required to maintain membership of a professional body for the purposes of continuing professional development through shared experience, knowledge and training <b>(can be obtained after appointment)</b> .	E
10. Must have capability to travel to different locations across both Forces and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential.	E
<b>Additional comments:</b> * At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	