Version: 0.1
2019

Job Profile/Description

Surrey Police and Sussex Police work closely together however they remain two separate legal entities with different terms and conditions of employment for police staff. Please refer to your contract of employment which identifies which employer you work for and the relevant terms and conditions that apply to you.

Part 1: Job Description

JOB TITLE	:	Equip Security & Information Assurance Security Analyst
LOCATION	:	For the interim period, the team will initially be based at Guildford Police Station, however role holders will have the ability to work flexibly across Guildford, Lewes and Kidlington in line with activity requirements. Latterly, the base location will move to Kidlington in line with the TVP launch, which is estimated to take place at a later date post SY/SX launch.
DEPARTMENT	:	Equip Interim Business Systems Team
GRADE	:	TBC
WORKING HOURS	:	(TVP)
REPORTS TO	:	Governance and Reporting Lead
JOB PURPOSE **(Why does the job exist?)**	:	The Police forces of Surrey, Sussex and Thames Valley have entered into an agreement with KPMG to provide a cloud based solution pulling together various back office platforms, branded as Equip. This is a specialist Tri-Force function role, created as part of a temporary, interim team with requirement to embed security assurance best practise across all three Forces. The role holder will be required to carry out this role across all 3 Forces (Surrey, Sussex and Thames Valley).

KEY ACCOUNTABILITIES

1	To embed security assurance best practise within Business Systems processes & procedures.
2	Provide information assurance support of SSTVP internal Equip infrastructure And also provide assurance and security oversight for any future integration with the Equip system.
3	Conduct monthly and annual reviews of KPMG security assurance documentation; maintaining records of review and compliance and ensuring any recommendations made in any audit, review or penetration testing of the solution are implemented appropriately
4	Provide continuous security assurance across all three Force in regards to internal Equip infrastructure; ensuring ongoing compliance with the controls set out in the Security and Information Assurance Matrix for Equip.
5	Conduct assurance reviews of configuration change management for all three Forces for the internal EQUIP infrastructure from an information assurance perspective.
6	Perform associated risk assessments on Equip when any changes occur; ensuring new risks are known and security measures are defined to reduce such risks to acceptable levels.
7	Conduct audit reviews, analysis and reports; ensuring ongoing supplier performance meets the security requirements of all three Forces.
8	Support the investigation of security breaches and other cyber security incidents including documenting such breaches and assessing the damage caused.
9	Provide continuous security assurance of third-party vendors and collaborating with them to meet security requirements.

10	Provide expertise across all areas of protective security, ensuring Equip operates within the relevant legislative frameworks and national guidance and provide advice to the Equip SIRO and Force Accreditors
11	Produce KPI measures to ensure the IT Security processes are adequately measured and shortcomings are identified.
12	Provide input when required to mitigate or eradicate vulnerabilities within the Equip solution.
13	Ensure patching strategies are applied in a timely manner and understanding the impact on the system when applied.
14	Undertake other duties appropriate to the grade and character of work as may be reasonably required including specific duties of a similar or lesser graded post.

BUDGETARY ACCOUNTABILITIES (if applicable)

1	N/A
2	
3	

Part 2: Person Specification

	ESSENTIAL	DESIRABLE
	Essential criteria are those that are critical for the satisfactory performance of the role. It is expected that all applicants meet the essential criteria to be eligible for appointment	**Desirable criteria are those that enhance the person's capacity to do the role. These are not generally listed as essential as they can be acquired once in employment.**
QUALIFICATIONS *(A minimum qualification must be included in the essential section- this must not be left blank)*	A minimum GCSE qualification. An IT security based qualification or equivalent experience, most preferably with ERP.	

KNOWLEDGE, SKILLS & EXPERIENCE	3 – 5 years relevant experience and training as an IT security/Information Security Analyst and proven experience in information and security assurance. A good knowledge of current ICT technologies including cloud based, On premise, D365.	
	The ability to communicate practical and theoretical knowledge of IT service management to a wide range of stakeholders.	
	A good level of understanding of cloud based / SaaS offerings and the Security and Information Assurance associated these type of services.	Experience of Supportworks and Service Now.
	A significant level of organisational knowledge to understand the wider impact of security breaches may have on all three Forces and Equip.	
	A very good knowledge of networks, operating systems, software, hardware, security and the security risks associated with various infrastructure.	
	Strong quality assurance, testing industry knowledge and a strong understanding of patching strategies.	

	A very good knowledge of penetration testing, vulnerability scanning and associated techniques as well as an understanding of firewalls, proxies and antivirus concepts.	
	The ability to build and manage excellent customer relationships with a diverse range of stakeholders, including third parties in a hosted environment.	.
	Previous experience of drafting and gaining sign off of procedural documentation as well as planning and progressing their own workloads	
	Strong quality assurance and testing industry knowledge.	
	A flexible approach to working in an ever changing environment, ensuring role requirements are completed within the deadlines set both independently and in a team.	
	The ability to challenge current ways of working and identify new & improved initiatives	
ADDITIONAL REQUIREMENTS	The post holder will be expected to be flexible in their working arrangements where required.	

	The post holder's main location of work will be Guildford Police Station, however there will be a requirement to travel and work at sites across Surrey, Sussex and TVP as part of this role.	
	The post holder must be in possession of a current full UK Driving Licence to able to travel across all three Forces or alternatively, the ability to access public transport to do so.	

Part 3: Additional Information

1. Who is the job holder likely to communicate with on a regular basis and to what extent are they expected to influence, persuade and motivate others?
The job holder will work with internal and external IT support teams and management with the explicit aim of ensuring that all internal force IT Security standards are complied with at all times.
2. Please give examples of the main problems and challenges the job holder will typically come across in their day to day role and describe how they would be expected to resolve them.
The job holder is expected to use several years' experience in similar roles and knowledge of Force IT security standards to ensure that when violations of policy are discovered either proactively or through reactive reporting, the correct course of action is followed in order to ensure internal and industry standards are maintained.
3. To what extent does the job holder have discretion to take action/make decisions? Please give examples. Do they have to refer decisions to others for ratification or are they required to take the lead?
The job holder is seen as ensuring that Force directives and standards are met. The job holder will have some scope to decide and direct how new standards are implemented and deciding on plans for resolution of non-compliance. Policy decisions will be driven from internal Force IT and industry Security standards.
4. Please explain the different parts of the organisation this role impacts upon and why. Please also highlight if it involves any partnership working with external stakeholders.

The role will impact the following parts of the organisation • Internal IT Support teams - ensuring standards are maintained and communicated into and out of Equip. Provide guidance on meeting required standards. • The Forces IT Security teams - ensuring that new standard are understood and implemented and complied with inside Equip. Reporting the Equip compliance position. • External Service Providers – Measuring external supplier security compliance and to ensure non-compliance issues have a plan to address them. Communicating new or changed standards reporting on Equip compliance status, providing security guidance and providing plans to resolve where non-compliance is found.
5. All role holders are expected to know, understand and act within the ethics and values of Surrey Police and Sussex Police. The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.
It is suggested that this role should be operating or working towards the following levels of the CVF: **<u>Resolute, compassionate and committed</u>** **We are emotionally aware: CVF Level-** 2/3 **We take ownership: CVF Level-** 2/3 **<u>Inclusive, enabling and visionary leadership</u>** **We are collaborative: CVF Level-** 2/3 **We deliver, support and inspire: CVF Level-** 2/3 **<u>Intelligent, creative and informed policing</u>** **We analyse critically: CVF Level-** 2/3 **We are innovative and open-minded: CVF Level-** 2/3

The post holder should note that some or all of the duties and responsibilities detailed in this Job Profile require compliance with nationally agreed operating rules for accessing PNC and other information systems.

- **PNC Code of Connections Volume 1 (Version 2.1)**
- **GDPR 2016 (General Data Protection Regulation)**
- **Computer Misuse Act 1990**
- **Official Secrets Act 1989**

Everyone working in a police environment will be vetted to the requisite level in keeping with the National Vetting Codes of Practice. The level of vetting required for a person, for both force vetting and national security vetting (NSV) will be proportionate to the role the individual carries out. Changes in an individual's circumstances must be reported to the appropriate vetting authority as soon as possible.

This role may involve travel to meetings and locations within and beyond the counties of Surrey and/or Sussex for which public transport may not be suitable. Therefore the post-holder must have access to transport and be insured for business use. Where the transport involves the driving of police vehicles, you must have a full driving licence and the ability to attain a Force Police Driving Permit.

I HAVE READ THE ABOVE JOB DESCRIPTION AND ACCEPT THE DUTIES OF THE POST AS SET OUT THEREIN

Signed: .....

Print Name: .....

Date: .....