

BTS LEAD OFFICER - SECURITY AND COMPLIANCE			
Reference No.	A4290	Type:	Generic
Service	Business Technology Solutions		
Job Family	Professional 3	Grade	FC9

Purpose
Overall responsibility for the selection, design, justification, implementation and operation of controls and management strategies to maintain the security, confidentiality, integrity, availability, accountability and relevant compliance of information systems with legislation, regulation and relevant standards.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Takes responsibility for the selection, design, justification, implementation and operation of controls and management strategies to maintain the security, confidentiality, integrity, availability, accountability and relevant compliance of information systems with legislation, regulation and relevant standards.</p> <p>SFIA Level 7 – Information Security Directs the development, implementation, delivery and support of an enterprise information security strategy aligned to the strategic requirements of the business. Ensures compliance between business strategies and information security and leads the provision of information security resources expertise, guidance and systems necessary to execute strategic and operational plans across all of the organisation's information systems programme, manages the target design, policies and standards, working proactively to maintain a stable, viable architecture and ensure consistency of design across projects within – and across - programmes.</p>	<p>Relevant security qualifications with external marked exams</p> <p>Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent vocational accreditation in a computing/ systems or related discipline or equivalent relevant experience</p> <p>Extensive experience as a security expert / consultant in a large organisation with evidence of involvement in developing an enterprise information security strategy (Deliver results – See ‘How We Work Matters’ Framework)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Takes responsibility for the provision of operational security management and administrative services. Typically includes the authorisation and monitoring of access to IT facilities or infrastructure, the investigation of unauthorised access and compliance with relevant legislation.</p> <p>SFIA Level 6 – Security Administration Develops policies, standards, processes, guidelines for ensuring the physical and electronic security of automated systems. Ensures that the policy and standards for security administration are fit for purpose, current and are correctly implemented. Reviews new business proposals and provides specialist advice on security issues and implications.</p>			
<p>Takes responsibility for reviewing and providing options for legacy system replacement investments.</p> <p>SFIA Level 6 – Emerging Technology Monitoring Co-ordinates the identification and assessment of new and emerging hardware, software and communication technologies, products, methods and techniques. Evaluates likely relevance of these for the organisation. Provides regular briefings to staff and management.</p>	<p>Relevant enterprise architecture qualification , e.g. TOGAF 9.1 Foundation, TOGAF 9.1 Certified</p> <p>Experience of reporting on the resource requirements, benefits and total cost of ownership of solutions</p>	<p>✓</p>	<p>✓</p>
<p>SFIA Level 5 – Technical Specialism Maintains an in-depth knowledge of specific specialisms, and provides expert advice regarding their application. Can supervise specialist consultancy. The specialism can be any aspect of information or communication technology, technique, method, and product or application area.</p>	<p>Experience of one or more technical specialisms to a level where the person is regarded as an expert within the area by being able to provide advice and / or demonstrate the ability to supervise a specialist consultancy</p>	<p>✓</p>	
<p>SFIA level 6 - Performance management</p>	<p>Proven Staff Management of a Team</p>	<p>✓</p>	

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<p>Manages individuals within change and/or service delivery environments. Allocates management and supervisory responsibilities. Provides coaching and support and delegates responsibilities where possible, in order to achieve corporate objectives. Mentors and influences senior individuals in consideration of their career opportunities and contribution to the organisation. Sets performance objectives, and monitors progress against agreed quality and performance criteria. Initiates, develops and monitors effective performance management processes. Leads on formal processes such as compensation negotiations and disciplinary procedures.</p> <p>Managing and analysing performance levels for the relevant functional area, in relation to</p> <ul style="list-style-type: none"> • Team performance • The performance of services across the Council <p>Developing and implementing solutions for continuous improvement.</p>	<p>Excellent interpersonal skills</p> <p>Ability to manage a multi-functional, and specialist teams</p> <p>Leadership and team building skills</p> <p>Ability to motivate others to perform to the highest standards</p> <p>Evidence of supporting staff development</p> <p>Analytical Skills</p> <p>Evidence of driving change in designated area (Take ownership)</p> <p>Experience of Initiating and managing continuous improvement</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>
<p>Builds strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and Wider community.</p> <p>Developing and implementing opportunities to work more effectively with partners</p>	<p>Experience of collaborative working</p> <p>Experience of working with partners in both public and private sector (Work together)</p>	<p>✓</p>	<p></p> <p>✓</p>

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<p>SFIA Level 5 – Relationship Management</p> <p>Identifies the communications needs of each stakeholder group in conjunction with business owners and subject matter experts. Translates communications / stakeholder engagement strategies into specific tasks. Facilitates open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. (For example, may oversee the organisation's promotional/selling activities to one or more clients, to ensure that such activities are aligned with corporate marketing objectives). Negotiates with stakeholders at senior levels, ensuring that organisational policy and strategies are adhered to. Provides informed feedback to assess and promote understanding. Maintains all documentation including project files.</p>	<p>Knowledge of SharePoint (Embraces technology and information)</p>		<p>✓</p>	
<p>SFIA Level 5 – Methods and Tools</p> <p>Promotes and ensures use of appropriate techniques, methodologies and tools.</p>				
<p>Organises and reports to project control boards, project assurance teams and quality review meetings.</p>	<p>Comprehensive understanding of Project governance and planning requirements</p>	<p>✓</p>		
<p>SFIA Level 5 – IT Governance</p> <p>Reviews information systems for compliance with legislation and specifies any required changes. Responsible for ensuring compliance with organisational policies and procedures and overall information management strategy.</p>				
<p>SFIA Level 5 – Continuity Management</p> <p>Responsible for the service continuity planning process and leads the implementation of resulting plans. Coordinates the identification by specialists across the organisation of information and communication systems which support the critical business processes, and the assessment of risks to the availability, integrity, and confidentiality of</p>	<p>Knowledge and experience of Continuity Management processes</p>		<p>✓</p>	

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those systems. Evaluates the critical risks associated with these systems and identifies priority areas for improvement. Coordinates the planning, designing, testing of maintenance procedures and contingency plans to address exposure to risk and ensure that agreed levels of continuity are maintained.			
SFIA Level 4 – Quality Management Uses quality management models and techniques to identify areas for improvement. Determines corrective action to reduce errors and improve the quality of the system and services.	Experience in maintaining quality standards (Focus on customers)	✓	

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is included in appendices:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results