

BTS SECURITY AND COMPLIANCE SPECIALIST			
Reference No.	G086.01	Type:	Generic
Service	Business Technology Solutions		
Job Family	Professional 2	Grade	FC8

Purpose
Under the supervision of a Security and Compliance Lead, undertake the selection, design, justification, implementation and operation of controls 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>Undertakes activities to provide 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 5 – Security Administration Monitors the application and compliance of security administration procedures and reviews information systems for actual or potential breaches in security. Ensures that all identified breaches in security are promptly and thoroughly investigated and that any system changes required to maintain security are implemented. Ensures that security records are accurate and complete and that request for support are dealt with according to set standards and procedures. Contributes to the creation and maintenance of policy, standards, procedures and documentation for security.</p>	<p>Relevant security qualifications with external marked exams</p> <p>Extensive operational experience as a security expert / consultant in a large organisation with evidence that they have been involved in supporting enterprise class applications</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 experience</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

Role Profile

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>Undertakes the selection, design, justification, implementation and operation of controls to maintain the security, confidentiality, integrity, availability, accountability and relevant compliance of information systems with legislation, regulation and relevant standards.</p> <p>SFIA Level 5 – Information Security Provides advice and guidance on security strategies to manage identified risks and ensure adoption and adherence to standards. Obtains and acts on vulnerability information and conducts security risk assessments, business impact analysis and accreditation on complex information systems. Investigates major breaches of security, and recommends appropriate control improvements. Contributes to development of information security policy, standards and guidelines.</p> <p>SFIA Level 4 - Performance management PEMT Supervises individuals and teams. Allocates routine tasks and/or project work. Provides direction, support and guidance as necessary, in line with individuals' skills and abilities. Monitors progress against agreed quality and performance criteria. Acts to facilitate effective working relationships between team members.</p>	<p>Experience in mentoring and coordinating work within a team, including the evaluation of completed work</p> <p>Ability to motivate others to perform to the highest standards</p> <p>Experience of successful collaborative working (Work together – See 'How We Work Matters' Framework)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

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>Reviews and provides options for legacy system replacement investments.</p> <p>SFIA Level 5 – Emerging Technology Monitoring Monitors the market to gain knowledge and understanding of currently emerging technologies. Identifies new and emerging hardware and software technologies and products based on own area of expertise, assesses their relevance and potential value to the organisation, contributes to briefings of staff and management.</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 a minimum of two security 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>Experience of reporting on the resource requirements, benefits and total cost of ownership of security solutions (Take ownership)</p>	<p>✓</p> <p>✓</p>	
<p>Maintains all documentation including project files</p> <p>SFIA Level 5 – Methods and Tools Promotes and ensures use of appropriate techniques, methodologies and tools.</p>	<p>Knowledge of SharePoint</p>		<p>✓</p>

Role Profile

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>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>SFIA Level 5 – Relationship Management 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.</p>	<p>Experience of working with partners in both public and private sector (Deliver results)</p>		<p>✓</p>
<p>Organises and reports to project control boards, project assurance teams and quality review meetings.</p> <p>SFIA Level 5 – IT Governance 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>Comprehensive understanding of Project governance requirements</p> <p>Experience of the application of security standards and legislation such as data protection act, PCI-DSS and Government security requirements (PSN) (Embrace technology and information)</p>	<p>✓</p> <p>✓</p>	

Role Profile

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>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.</p> <p>Change Management Evaluates security risks to the integrity of service environment inherent in proposed implementations.</p>	<p>Experience in maintaining quality standards</p> <p>Experience of assessing the security implications of changes to the Council infrastructure and solutions (Focus on customers)</p>	<p>✓</p>	<p>✓</p>

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results