

Job Description and Specification

Job Title: Data Protection and Cyber Security Officer

Reference: FAFI4283

Service: PATROL

Grade: 6

Reports to: IT Manager

Location: Hybrid

DBS: No

Your job

Reporting to the IT Manager, you will coordinate all requests made under the General Data Protection Regulations (GDPR) and be actively engaged in ensuring data security, including attaining accreditations to support the work of the IT function, thereby providing assurance to both external parties and service users. You will work with the IT Manager to identify threats to our networks and ways to minimise those threats.

You will lead on security training, ensuring that annual mandatory training is delivered to all users. You will also support the recording and updating of requests for new users and changes to existing users for the Case Management System, ensuring all appropriate approvals are received and policies adhered to.

In this job you will

1. Take ownership of – and be the main point of contact for – setting up and amending user profiles for the Case Management System (currently FOAM), ensuring that IT policies are adhered to.
2. Handle non-case, Data Protection, Freedom of Information (FOI) and GDPR-related queries in a prompt and efficient manner, providing high-quality, accurate and customer-focused responses in writing, by email and telephone.
3. Develop and maintain up-to-date and accurate cyber and information security registers, including records of data assets, maintaining compliance with data security standards and escalating any arising issues that attract risk. Identify and assess potential security risks and vulnerabilities, both internally and externally, and develop strategies to mitigate and manage them effectively. Perform regular risk assessments and inform risk registers.

4. Help to maintain Cyber Essentials Plus certification. Increase the current ISO27001 scope to include all data centre sites, Cloud and other developments. Keep up to date with the latest security threats and help mitigate these.
5. Take ownership of the organisation's day-to-day GDPR and FOI processes. Act as the first point of contact in the handling of data protection, GDPR and FOI queries, preparing responses, SAR bundles, recordings and ensuring all queries are monitored, recorded in a register, escalated through the appropriate channels, where appropriate, and completed well within the statutory time limits.
6. Work with the Technology Manager on the reporting, management and rectification of breaches, errors or issues that affect data security or integrity, notifying affected parties and escalating potentially serious issues within statutory timeframes.
7. Reduce the number of security incidents through risk management and keeping personal knowledge on emerging trends and threats up to date.
8. Support our teams who are supporting our service users to enhance their security capabilities. Ensure regulatory compliance by keeping up to date with relevant laws, regulations and industry standards (GDPR, ISO27001, Cyber Essentials, etc.). Work under the direction of the Technology Manager to update policies and procedures accordingly.
9. Design and deliver GDPR and other related training, annually / as required.

The job holder may be required at any time to undertake any work up to and / or at a level consistent with existing responsibilities. These tasks may be at any location to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

In this job you will need

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Data security qualifications desirable, or a desire to work towards a qualification (such as ITIL).	Degree-level qualification, or equivalent, in a relevant field plus some experience working in information security.	On-the-job training supported by the above qualification, or previous experience.
Experience	Some experience in a cyber security role.		On-the-job training supported by the above qualification, or previous experience.
Technical, Specialist or Job-Related Knowledge		Experience of working in accordance with regulatory frameworks. Ability to understand and accurately apply knowledge of procedures and their supporting legislation.	
Theories, Techniques, Concepts		Experience of devising and delivering training.	
Procedures, Policies, Legislation, Organisational Structures		Experience of working in accordance with regulatory frameworks. Ability to understand and accurately apply knowledge of procedures and their supporting legislation.	

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<p style="text-align: center;">Skills and Aptitudes</p> <p style="text-align: center;"><i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i></p>		<p>Proficient in the use of Microsoft products and able to use a range of web-based applications, content management systems and databases.</p> <p>Highly developed written and verbal communication skills, including web-based communication.</p> <p>Able to work on own initiative.</p>	
<p style="text-align: center;">Other Requirements</p>			