

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Cyber Security Officer

Digital, Technology, and Innovation - Chief Executive's Office

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To support the development and successful implementation of consistent Cyber Security and Risk improvements across West Northamptonshire Councils and its partner organisations according to industry standard best practice.

To provide support in managing and improving the delivery of Cyber Security services across the Council to ensure that we deliver services more cost effectively and efficiently by recording and leveraging information about the technology and processes that we use.

To define, develop, and deliver the Cyber Security projects and be part of the in-house Cyber Security and Risk team delivering project management change capability, providing organisational learning, capability, resilience, and Value for Money (VfM). To deliver through the successful implementation of defined Cyber Security and Risk projects, the Council's DTI outcomes.

To support the wider team in the development of capacity and capability to embed Cyber Security tools and techniques supporting the continuous modernisation and redesign of the Cyber Security service across West Northants Council.

To take responsibility for the day to day running and delivery of Cyber Security projects, resulting in new ways of working and identified business benefits being realised. Working with colleagues across the Council in applying highly developed specialist knowledge and experience of best practice Cyber Security tools and techniques; performance management; project planning and the development of training programmes; and the building of collaborative relationships in which to challenge, influence and empower staff to enable them to produce more effective, innovative, and high-quality service delivery and partnerships.

Accountable to:

This role is accountable to the Head of Cyber Security and Risk. The role sits within Digital, Technology, and Innovation, part of the Chief Executive's Office Directorate in West Northamptonshire Council.

Responsibilities:

1. Identify opportunities to develop and/or implement Cyber Security standards and procedures and ensure that they are regularly reviewed and updated. Provide guidance to other teams on how to implement those standards and procedures, find mitigations, and effectively manage risk.
2. Respond to potential security incidents or where appropriate raise, monitor, manage and close security incidents and report them in a summary form to the appropriate line of escalation.
3. Monitor and investigate security alerts and incidents and coordinate appropriate responses. Drive improvements in detections to further identify events of interest or eliminate false positives.
4. Manage relationships with third-party suppliers. Foster strong partnerships to deliver critical services to WNC and to also ensure that their security controls meet WNC's requirements.
5. Provide regular reports to senior management on the state of Cyber Security and Risk within WNC as well as the wider threat landscape.
6. Conduct regular vulnerability assessments of IT systems and coordinate remediation efforts.

7. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities	Essential / Desirable	Measured by
Strong ability to independently apply security policy in practice	Essential	A, I
Ability to pragmatically apply security standards to enable business outcomes while managing multiple stakeholders	Essential	A, I
Ability to manage and mitigate identified risks using recognised toolsets (e.g. ATT&CK, CVSS, Vulnerability Management)	Desirable	A, I
Ability to use a range of security tools (e.g. Splunk, CrowdStrike, Qualys) and foster the adoption of new ones	Desirable	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A
Knowledge	Essential / Desirable	Measured by
Deep knowledge of security issues relating to hardware and software, with experience of the Microsoft technology stack.	Essential	A, I
Thorough understanding of industry-standard best practices and frameworks for cyber security, such as NIST Cybersecurity Framework, ISO 27001, NCSC Cyber Assessment Framework, etc.	Essential	A, I
Knowledge of cloud security best practices.	Desirable	A, I
Knowledge of cross-government procurement frameworks and processes	Desirable	A, I
Knowledge of cross-government platforms like GOV.UK Pay and Notify	Desirable	A, I
Relevant experience	Essential / Desirable	Measured by
Experience and knowledge of monitoring tools and the ability to configure and use the reporting and auditing facilities	Desirable	A, I
Practical experience of using Network/Internet audit/monitoring software tools	Desirable	A, I
Experience working in the public sector	Desirable	A, I
Education, training, and work qualifications	Essential / Desirable	Measured by
Relevant Cyber Security certifications such as CISSP, CISM or CISA	Desirable	D
Degree or equivalent in an IT or Cyber Security related subject	Essential	I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	8	Worker type:	Flexible
Salary range:	£41,816 – £45,175	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

This role has been identified as a flexible worker type, this means that you will be working remotely for 3 or more days a week (including from home) but will come into the office as appropriate (team meetings, workshops, etc.).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

