

Job Description and Person Specification

Job Description

Job Details

Job Title: **Cyber Security Manager**

Grade: **NNCBAND10**

Reports to: **Head of Infrastructure**

Responsible for: Cyber Security Team

Directorate and Service Area: **Chief Executive, Technology/IT**

Purpose of the Job

North Northamptonshire Council is going through a period of large-scale strategy and transformation to bring together our estates as well as create world leading services for our citizens. We have an ambition to create brilliant and modernised services; to use modern platforms and infrastructure; and to make the best out of our investments in our technology and teams. This is a vital role in that journey, responsible for ensuring that we design and implement security right from the beginning of our journey, mitigating and managing technical risks to data and the organisation

- Providing expert advice on the selection, design, justification, implementation and operation of information security controls and management strategies to maintain the confidentiality, integrity, availability, accountability and relevant compliance of information systems.
- Provide leadership in shaping and delivering our cyber security strategy, the design of our products and services, baking security into our standards and practice. This should be achieved alongside an expert balance in the management of information governance and controls to support the organisation's ambition to be digitally flexible.
- Convey the value of security across the council, working with stakeholders at all levels to ensure that security is embedded and part of the organisation's ethos.
- Ensure the organisation adheres to legal and best practice standards for security and leads on technical audits for the Council.
- Supporting our digital approach and outcomes to impact residents and businesses through organisational strategy.

Principal Responsibilities

- Direct responsibility for the leadership and development of enterprise-wide security architecture and processes which ensure that the strategic application of security is embedded in the organisation
- Working closely with our DPO and information governance teams to shape our security stance on technology and information management.
- Working closely with colleagues in West Northamptonshire Council and partners to deliver our digital vision and roadmap.
- Reviewing our infrastructure and technology to analyse and assess vulnerabilities, to build and execute plans to mitigate these.
- Regularly monitoring and reviewing our cyber stance, to update our strategy in line with our organisational ambitions.
- Engage with senior and relevant stakeholders across the organisation to ensure that adequate measures are in place to support the integrity of the estate and data
- Increasing security awareness within the organisation and developing approaches to support this.
- Maintaining up-to-date knowledge of emerging security trends and developments in areas of interest to the organisation and utilising new approaches to develop our strategy and align

- Analyse results of investigations into complex or highly sensitive security violations or breaches and determine any modifications to standards and their implementation.
- Review supply chain assessments, new business proposals and planned technical changes and provide specialist guidance on security issues and implications.
- Enabling the organisation in the compliance of areas such as GDPR, PCI, PSN and working towards standards such as ISO27001.
- Developing and coaching the information security team and working closely with the Technology, Digital and Data management team
- Ensuring the organisation is focused with adequate levels of patching, firewall configuration reviews and SIEM alerting.
- Hold our partners/suppliers to account for spend, performance and behaviour, including diversity within their teams.
- Maintain and input to the risk register in the technology service, documenting details of any or all risks and their progress to remediation or mitigation.
- Manage staff performance appropriately by providing constructive feedback and act where performance falls below the expected standard.

General Responsibilities

- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken for the health, safety and welfare of yourself and other persons).
- Understand the Council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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

Attributes	Essential	Desirable	Identified by
Relevant Experience	<ul style="list-style-type: none"> • Expert knowledge and understanding of security and system architectures; the relevant technologies, tools and platforms, best modern practice; industry trends and risks • A good working knowledge of information security including ISO/ IEC 27001 Information Security Management Standard and Cyber essentials. • Understanding of, and practical experience of applying GDPR, the Freedom of Information Act and other related legislation, standards and codes of practice. • Knowledge of infrastructure concepts, protocols and standards, including Active Directory, group policies, various hosting options, SSL, SAN, business continuity and disaster recovery. • High level of management, development and interpersonal skills. Expert in understanding the business environment of the organisation and closely associated organisations and the organisation's technical platforms. 	<ul style="list-style-type: none"> • Experience of working across multiple channels (some or all of digital content, digital tools, assisted digital, webchat, phone, face to face). • A deep applied knowledge of agile ways of working • Expert in understanding the functional structure of businesses and other organisations; their mission, objectives, strategies and critical success factors. experience with managing technology suppliers and partner experience of developing services that takes account of the needs of diverse users. • Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP) certified or equivalent. 	Application, Interview
Education and Training			Application Form
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to lead/action the organisation's cyber strategy and team • Ability to lead during times of great change. • Ability to flex delivery approaches depending on context. • A strong influencer, with the ability to persuade and negotiate with stakeholders of all levels, including CEO, directors and elected members, including communicating methodologies and projects to a diverse, nonexpert audience, and leading on the team's remit, priorities and budget. • Strong people management skills, with the ability to create a positive working environment in which equality and diversity are embedded in every aspect of the team's work and output, dignity at work is upheld and staff are empowered and motivated to achieve good outcomes. 	<ul style="list-style-type: none"> • Ability to develop and get agreement for a strategy. • Passionate about building diverse teams and communities. • Shows the ability to delegate effectively, empowering others. 	Application, Interview