

Information Security & Assurance Officer

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| DIRECTORATE: | Corporate Services |
| SECTION: | IT |
| REPORTING TO: | Head of IT |
| CONTRACT: | Full Time - Permanent |

OVERALL PURPOSE OF THE JOB

The post holder will develop, implement and manage all aspects of Information Security throughout Diabetes UK. They will support the IT and Information Governance Team in providing expertise and advice to ensure that Diabetes UK complies with Information Security best practice, the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation and guidance. In addition, this customer facing role has responsibility for advising staff and volunteers on compliance issues, as well as conducting information security reviews on our assets across the organisation. This new role is designed to ensure that Diabetes UK has a robust Information Security Framework in place.

WORKING RELATIONSHIPS:

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| Inside Diabetes UK |
| <ul style="list-style-type: none"> • IT • Information Governance • DPO & SIRO • Heads of Teams • Internal staff |
| Outside Diabetes UK |
| <ul style="list-style-type: none"> • External IT provider • Third party vendors • Other Information Security leads • External Audit Providers • Regulatory bodies such as the Information Commissioner’s Office, Direct Marketing Association and Fundraising Regulator |

MAIN DUTIES AND RESPONSIBILITIES:

- To create, implement and maintain Diabetes UK Information Security framework in line with our organisations requirements.
- Serve as a subject matter expert for Information Security queries and assist the Information Governance Team as and when the need arises
- Responsible for the security element of the Diabetes UK IT Business Continuity plan

- Responsible for the daily management of IT security systems and processes including pen testing, network scanning, endpoint security, mitigations and escalation to Infrastructure and Information Governance as appropriate.
- Lead on the Information Asset Register programme from a technical perspective.
- Lead on the implementation of Diabetes UK Cyber Essentials + programme.
- Assist with the implementation of the payment card security processes and NHS DSP toolkit, including leading on specific projects or work streams if required
- Develop and deliver Information Security guidance and advice for staff and volunteers
- To provide advice and guidance on technical and non-technical aspects of information security and all associated projects, providing input to projects and systems so they are secure by design
- To troubleshoot and resolve assigned security related support calls in a timely manner and in line with DUK standards and service levels, and work with technical support teams to mitigate/remove threats.
- Recording and monitoring threat and vulnerability information, such as NHS Digital CareCERT notifications, establishing risk profile, and escalating high severity cases to the Head of IT and the Information Governance Manager.
- Support the organisation's incident management procedures in investigating, reporting and maintaining an up to date information security incident log
- Responsibility of some of our Information Security processes, reviewing their effectiveness as Process Owner (strategical/tactical) and driving continual improvement based on Audit findings, Security Risks, Security Incidents and changes of regulatory requirements
- Reporting to the Information Governance Board and to the Keeping Safe, Legal & Healthy compliance risk management framework on information security risks

PERSON SPECIFICATION:

The best person for this job will be able to:

- Demonstrate experience with the creation of security guidelines, standards and processes is essential
- Demonstrate excellent knowledge of the relevant legal and statutory requirements relating to Data Protection and Information Security
- Pro-actively identify areas of improvement to drive forward information security improvements
- Provide practical risk-based advice to colleagues on information security matters
- Engage and communicate clearly with users, including communicating complex concepts in simple user-friendly language
- Create a positive compliance culture around information security & governance

The best person for this job will have experience in:

- Information Security or similar role, ideally within charity sector, local government or NHS organisation, with fundraising or other direct marketing experience

- GDPR requirements
- Working knowledge of Microsoft Office 365/Azure security features to ensure maximum compliance to security standards is achieved
- Information security management frameworks, such as ISO 27001 and Cyber Essentials Plus

- Must be able to demonstrate sound technical diagnostic skills
- Payment Card Industry Data Security Standards
- Development of policy and guidelines that support best practice in information governance,
- Compliance monitoring and auditing
- Information Asset Register Management
- Development and monitoring of Information Security Policies

The best person for this job will be:

- You have a university degree (or equivalent experience in a similar role), ideally with a focus on information security/governance or a sound education with appropriate further training, certifications such as CISA, CISM or CISMP are advantageous.
- Able to work on own initiative with minimal supervision and to tight deadlines
- A strong confident communicator verbally and in writing who is able to influence a variety of stakeholders
- Keen to have an impact in everything they do
- Passionate about making a difference to people living with diabetes