

Job Description



FCDO Services

Role Title	Head of Compliance & Risk (UK NACE)
Business group	UK NACE
Job family	Security
Sub job family	Technical Security
Job Purpose	<p>Reporting to the UKNACE Technical Director, the role holder will:</p> <ul style="list-style-type: none">• Be the de-facto HMG's Subject Matter Expert for legal compliance for Technical Security Countermeasure (TSCM) activity• Engage with senior stakeholders across government to strategically shape future thinking on TSCM compliance and influence legislation impacting TSCM operational and R&D activity. The job holder will manage a small budget for engaging across HMG and others on IP Act issues and risks• Act on behalf of the Director of UK NACE (IP Act SRO) to resolve IP Act issues and manage associated risks.• Work with relevant teams across UK NACE and FCDO Services, from operational teams to Board level, to ensure the IP Act is understood and compliance is maintained• Prioritise the work of FCDO lawyers and external legal representatives on UK NACE compliance issues• Working closely with the Senior Compliance Officer, be accountable for UK NACE compliance controls ensuring they meet the requirements of the relevant governing authorities• Engage with operational and training teams to implement ongoing change to compliance processes• Oversee training of UK NACE staff on compliance policy and processes• Drive forward IP Act compliance for TSCM across FCDO Services and broader HMG <p>The job is primarily based in Hanslope Park with frequent travel to London.</p> <p>The role holder must hold DV clearance, or be willing to undergo this level of vetting.</p>

Org Chart	<pre> graph TD A[Director of UKNACE (SMS1)] --> B[Technical Director (D7)] B --> C[Head of Compliance & Risk (D6)] B --> D[Head of R&D (D6)] B --> E[IT Team] C --> F[Senior Compliance Officer (C4)] F --> G[Compliance Officer (B3)] </pre>		
	Date Updated	03/08/23	Grade

KEY ACCOUNTABILITIES

- Ensure that UK NACE acts within the scope of compliance legislation (e.g. IP Act, Computer Misuse Act) and manage IP Act compliance across FCDO Services
- Line manage the UK NACE compliance team and manage associated budgets
- Analyse the challenges associated with the application of relevant legislation to UK NACE operational and R&D activity and advise the Director of UK NACE, the SLT and the FCDO Services Board on risk balanced IP Act compliance decisions
- Represent UK NACE in x-HMG forums where the IP Act's application to technical security is discussed.
- Be HMG's thought leader on the application of the IP Act to technical security
- Develop and execute a strategy to influence HMG, military, policing and other security stakeholders to help ensure there is a consistent approach to IP Act compliance for technical security work
- Engage with IPCO on contentious issues
- Interface between operational delivery teams, policy representatives and legal teams across government to influence changes to IP Act, coordinating this input via the Home Office (IPU).
- Track changes to compliance legislation and translate any changes into UK NACE policy and operational protocols.
- Liaise with the UK NACE Academy to ensure that the latest TSCM compliance position is incorporated into HMG technical training.
- Escalate whenever operational activity risks legislative or policy compliance.
- Manage the compliance training of all UK NACE staff and specialised training of selected FCDO Services teams (e.g. IP Act compliance).

- Coordinate across R&D, operational and threat teams to ensure that data is used in compliance with relevant legislation.
- Ensure processes and systems are in place to manage compliance and operational risk and ensure compliance can be transparently demonstrated.
- Form a close working relationship with IPCO and manage the UK NACE input into annual IPCO audits.
- Accountable to the SRO for driving the resolution of IPCO audit actions and observations, drawing in additional resources as appropriate.
- Take accountability for UK NACE Information Asset Management (IAM).
- Recruit, direct, engage, performance manage, coach and develop the team to drive high performance.
- Manage own development.

KNOWLEDGE & KEY SKILLS

Essential:

- Strong communication and collaboration skills to enable effective internal and external engagement on applicable legislation
- Ability to influence at Board level and skilled at working across HMG departments
- In-depth knowledge Investigatory Powers Act and significant experience of its application to operational activity
- Ability to formulate and execute plans for strategic engagement on complex issues
- Resilience to tackle compliance issues head-on whilst maintaining good relationships with operational leads
- Experience of embedding compliance controls

Desirable:

- Knowledge of the technologies underpinning technical security countermeasures
- Experience of Information Asset Management
- Knowledge of the Data Protection Act, the Wireless Telegraphy Act and the Computer Misuse Act
- Trained as a IP Act Single Point of Contact (SPoC)
- Experience of liaising with lawyers on technology issues
- Educated to degree level
- Experience of business change management

CIVIL SERVICE BEHAVIOURS

Top three for job:

1. Collaborating & partnering
2. Leading and communicating
3. Seeing the big picture

SUCCESS INDICATORS

Success measured and evidenced by:

- Positive feedback from the TSCM community on resolving the legislative compliance issues associated with technical security
- Positive IPCO audit outcomes for UK NACE (reduction in number of audit points / observations)

<ul style="list-style-type: none"> Documented proposals for changes to applicable legislation broadly supported by security and compliance stakeholders across government 		
Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
Yes/No	£ per annum	Yes/No
Reports to: (Role Title and Grade)	UK NACE Technical Director	
Direct Reports: (Number and grades of staff)	1	

Please note that this a temporary format and will be transferred onto a new template shortly.