

Role Title	Systems Assurance Officer				
Job Family	Security	Sub Category	Corporate Security	Grade	TPB4
Behaviours	<ul style="list-style-type: none"> Communicating and Influencing Working Together Delivering at Pace 				
Purpose	Assist in providing assurance and compliance of FCDO Services' systems within legal, regulatory, national and local Information Assurance and Security requirements.				



FCDO Services

Key Accountabilities

- Assist in the management of the ISMS to ensure FCDO Services maintains its ISO 27001 accreditation.
- Provide the initial response and management of information security incidents and escalating to the senior CISO Team members as appropriate.
- Maintain contact with security authorities to ensure that security warnings / advisories are appropriately monitored and acted upon to ensure that information remains secure against external and internal threats.
- Actions commensurate with the authorisation, asset management and lifecycle of Removable Storage Media throughout the organisation.
- Work with internal stakeholders to develop relationships to help promote and improve information security and provide security advice on procurement, projects and new initiatives.
- Deliver information security requirements advice on new and existing ICT systems, advising and assisting project boards and Technical Architects to ensure that controls are proportionate, pragmatic, cost-effective and commensurate with national and local requirements.
- Work with other security teams on training and updating staff on annual information security mandatory and ongoing training.
- To support the Teams and Departments Business Continuity requirements.
- Produce initial drafts and peer reviews of security policies and controls, assisting the CISO Team in policy development.
- Provide advice on IT security matters to enable and ensure compliance with IT security policies, controls and processes.
- Assist in the production of relevant reports and documentation.
- Maintain own professional development and expertise in the latest technologies and best practice to support the business.

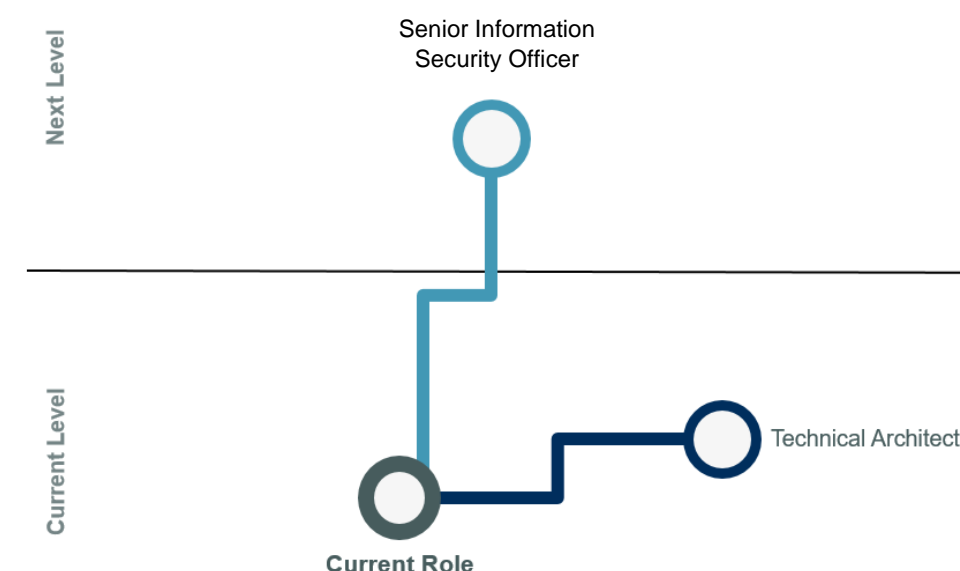
Authority and Scope

- Work under the guidance of the Senior Information Security Officer, performing independently on day-to-day issues, referring to senior management when needed.
- Escalate issues to the Senior Information Security Officer, Deputy CISO or CISO, as appropriate.

Internal and External Communications

- Provide advice and guidance on IT security to members of the department and within the business areas to ensure all stakeholders have a clear understanding of IT security controls and processes.
- Advise on security matters on requests or enquiries that relate to security enforcing functions to ensure compliance with IT security policies.
- Provide information and advice to internal and external auditors on the audits of IT security controls to ensure the quality and accuracy of the audit and ensure that actions arising from the audit are completed as appropriate.
- Respond to enquiries from staff and provide security advice as required.

Potential Next Career Moves



Skills

- Threat understanding.
- Risk understanding and mitigation.
- Protective security systems.
- Legal and Regulatory Environment and Compliance.
- Incident resolution.
- Bridge technical and non-technical.
- Customer / supplier relationship management.
- Service reporting.
- Planning and organising.

Qualifications, Knowledge and Experience

Essential

- Experience of working in an Information Security function.
- Technical understanding of IT systems and associated risk management processes. Must be familiar with Cloud and Mobile technologies.
- Understanding of information security principles, relevant legislation, HMG IA Standards and ISO/IEC 27001.
- Relevant professional qualification or evidence of working towards e.g. CISSP, CESC Certified Professional).

Desirable

- A track record of supporting cyber security, information security and information assurance at the strategic level across a broad range of business areas.
- A track record of working with cross-government professional bodies to design and develop products to support cyber and information security activities across Government.