

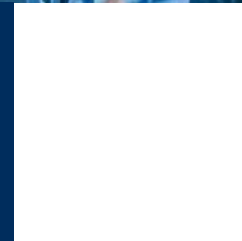


FCDO Services



Chief Information Security Officer (CISO)

Candidate information pack | January 2025





FCDO Services overview

At FCDO Services, we protect the UK's interests at home and overseas. We design and construct secure government buildings, courier diplomatic packages worldwide, safeguard government tech, and a whole lot more.

Our work is as varied and vital as it gets, but we never lose sight of our people. Their skills, aspirations and growth mean as much as the global mission we're on. In our world, it all matters.

Our organisation

FCDO Services is an Executive Agency and Trading Fund, owned by the Foreign, Commonwealth and Development Office (FCDO). Our work supports diplomacy, defence and development for the UK Government and our global partners. We have a developing customer base that also includes the Ministry of Defence, the Home Office and some friendly foreign governments. We are also home to UK National Authority for Counter-Eavesdropping (UK NACE), the UK's Technical Security experts.



FCDO Services

As a Trading Fund, our main goals are to provide top quality, good value services for our customers. We're a trusted, agile and global partner, delivering secure services primarily to our parent, the Foreign Commonwealth and Development Office, but also to other parts of government. Our customer base includes the Ministry of Defence, the Home Office and other friendly foreign governments.

Our staff are based where they can offer the best support to customers, including 130 employees who live and work in four regional hubs in Washington DC, Brussels, Pretoria and Bangkok and in other posts worldwide.

In total, we have c1200 staff with most based in Hanslope Park, Milton Keynes and c200 working from the FCDO Offices in King Charles Street, Whitehall. Our teams work together across a global network to provide secure working environments to protect our customers' people, assets and information.

FCDO Services has been a Trading Fund (a commercially run government agency) since 2008 and is part of the FCDO. The FCDO is our owner, shareholder and main customer, and our main purpose is to support the FCDO to deliver the UK's diplomatic aims. With an annual revenue of c£200m, we've used our commercial status to expand our customer base and become more accountable and efficient.

Our Offer – Pillars

Protecting the UK and its interests is about as big as a mission can get. And at FCDO Services, we're a team of over a thousand dedicated to making it happen. But this mission isn't just about collective success; it's about valuing what makes you unique. Your skills, your goals, the way you look at the world – it all matters. That's why when you join us, you can expect to work in a supportive environment that helps you reach your full potential. Our pillars underpin our EVP and are the key themes all our roles relate to.

PILLAR 1

All kinds of variety

Whether it's the range of specialists, pivotal projects, or the directions in which your career can grow, FCDO Services is all about variety. Protecting the UK's interests comes with exciting global challenges and engaging in unique work. An ever-changing landscape means you'll enjoy variety in your work, and in the career, you build here.

PILLAR 2

Space to grow

Setting future career goals is so important, but what's more important is being part of a workplace that gives you the space, and support and development to realise them. As part of the Civil Service Family, we can offer you growth at all stages of your career. With a supportive community around you, you'll feel encouraged and excited about the shape your career could take.

PILLAR 3

A rare balance

You'll find a rare balance at FCDO Services. Never too far from the commercial world, while having all the benefits and meaning that come with public sector work. It means everything you do will be a mix of exciting, important work, fuelled by a commercial drive. It makes for a versatile blend of work that's always motivating, and always purposeful.

PILLAR 4

Shared pride

With every task at FCDO Services, you become part of a bigger narrative, one that's focused on protecting the UK's interests. It's a humbling and inspiring thought – the idea that your efforts enable international outcomes. And that's a powerful source of pride that sticks with people, day in and day out.

More information

For more information about FCDO Services, please visit our corporate and careers websites.

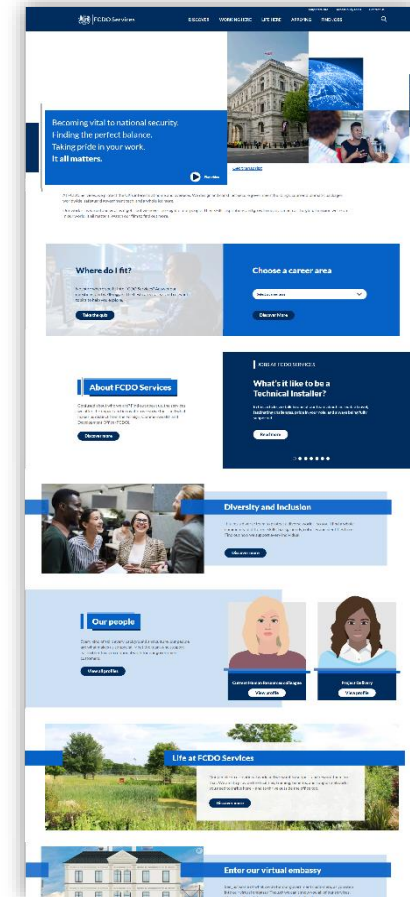
View or download our most recent Annual Report



Corporate website



Careers website



Equality, diversity and inclusion

At FCDO Services we're aiming to create a truly inclusive business, and to play our part in helping change the balance in the industries we're part of too. We are proud of the progress we've made to date, while recognising there is work still to do.

But what does a truly inclusive business feel like? It's where you can be yourself, no holding back. Where you can be appreciated for who you really are and recognised for the contribution you make. It's where you're supported to do your best work. Where your managers care about trying to meet your needs, from the right working conditions and tools, to the right work patterns. That's the environment we want for everyone at FCDO Services.

View more information about [our approach to diversity and inclusion](#).

The screenshot displays the FCDO Services website's Diversity and Inclusion page. The page features a navigation bar with links for DISCOVER, WORKING HERE, LIFE HERE, APPLYING, and FIND JOBS. The main content area is titled "Diversity and Inclusion" and includes a collage of diverse people. Below the title, there is a paragraph stating: "We're aiming to create a truly diverse and inclusive business here at FCDO Services - and we recognise our part to play in helping change in the technology and construction industries too." This is followed by three bullet points: "What does a truly diverse and inclusive business feel like? It's where you can be yourself, no holding back. Where you can be appreciated for who you really are and recognised for the contribution you make.", "It's where the whole team makes a conscious effort to understand and support each other's cultures, backgrounds, experiences. Where training is given across the business to help us all do that better.", and "It's where you're supported to do your best work. Where your managers care about meeting your needs, from the right working conditions and tools, to the right work patterns." Below this is a section titled "Our vision" with a sub-image of people working and text stating: "Our vision is to be a diverse and inclusive organisation that looks after the wellbeing of all of our people. To make us do achieve this we are focused on four areas: Inclusion, Respect at Work, Attracting and Promoting Talent, and Wellbeing. Each area is championed by a member of our Executive Board." The "Our partnerships" section features logos for The Prince's Responsible Business Network, TECHTALENT CHARTER, Corer Confident, and WES. The "Our work" section includes a list of initiatives: Suicide prevention awareness, WES work shadowing, Coding with MK College, Building stronger CVs, and Working with Worktree. The final section, "Ensuring gender equality," includes a sub-image of a person working and text stating: "No industry should be closed to you because of your gender identity. From Engineering to IT to Construction, we strive for equality both here and in the wider industry. Here's a podcast with just some of our female identifying Engineers, talking about their experience." A "Listen now" button is provided.

Role overview

For our organisation, the safety and security of our teams and our information is more than a want, it's a must. That's what makes our Corporate Governance team so vital. They're the people either supporting health and safety at home and overseas or protecting vital data. By following best practices, balancing interests, managing risks, and upholding policies they protect our organisation. Now, you've got the opportunity to join them.

Create an environment and culture in the organisation that ensures the security of its information and technology and enable the organisation to achieve its objectives and deliver services in a safe and secure way.

The role

Key Accountabilities

- Develop and communicate FCDO Services' Information Security and Cyber Assurance
- Vision and Strategy, that supports both the organisation's strategy and wider government
- security strategy, including setting strategic objectives and measuring performance against them; key stakeholder in the cyber operational strategy in terms of assurance and governance;
- Lead the organisation in implementing the information and cyber security (assurance) strategy, including providing second line of defence and lead coordinator for third line of defence;
- Evaluate the current status and maturity of information and cyber (assurance) security in the organisation and determine how to get to the level of information and cyber (assurance) security maturity the organisation needs
- Understand information security risks across the organisation and advise the Executive, SIRO and other senior leaders on how to mitigate risks in their areas and in future plans
- Enable the organisation to be innovative in a safe and secure way
- Encourage a culture of cyber security awareness and good security practices
- Owner of the digital assurance process, and chair of the Digital Assurance Board
- Ensure that information aspects of crisis management are effective - lead and act as primary point of contact for all major information security and IT related incidents, coordinating response and delegating responsibilities as required
- Advise the Executive and SIRO on corporate information security matters; including risk, assurance, compliance, threat and vulnerability management
- Establish appropriate standards and controls; oversee security monitoring and continuous improvement of information systems, including risk assessment, gap analysis, new security capability assessments and recommendations, through the establishment of a comprehensive assurance and audit capability
- Oversee regulatory compliance and the maintenance of all information security accreditations
- Create and own the delivery of Information Security initiatives to ensure the organisation and its products are capable of protection against the latest vulnerabilities and cyber threats
- Lead and manage the information security team
- Engagement across organisation, promoting the function and the benefits

Person specification

Essential Criteria

- Substantial combined experience in information security and information risk management
- Significant technical experience in information technology
- Experience implementing / maintaining ISO27001 compliance or certification at an enterprise Level
- Appropriate professional qualification in relevant discipline, e.g. CISSP, CESP Certified Professional
- Member of a relevant professional body

Success Indicators

- Approved information security and cyber assurance strategy with clear plan for implementation;
- Policies maintained and reviewed annually;
- Re-accreditation of ISO27001 and GovAssure;

Desirable Criteria

- Track record of driving information security, information assurance and cyber security at the strategic level across a broad range of business areas
- Track record of working with cross-government professional bodies to design and develop products to support information security activities across Whitehall
- Track record of influencing information security policy at the national level
- Certified CISO qualification, e.g. CISA, CISM, CRISC

- CISO and SIRO Reporting;
- Solutions going through Digital Assurance Board.

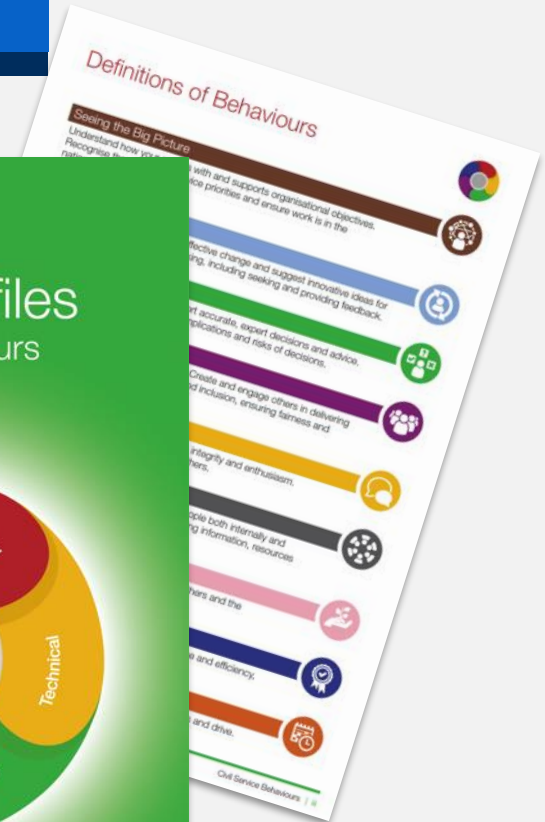
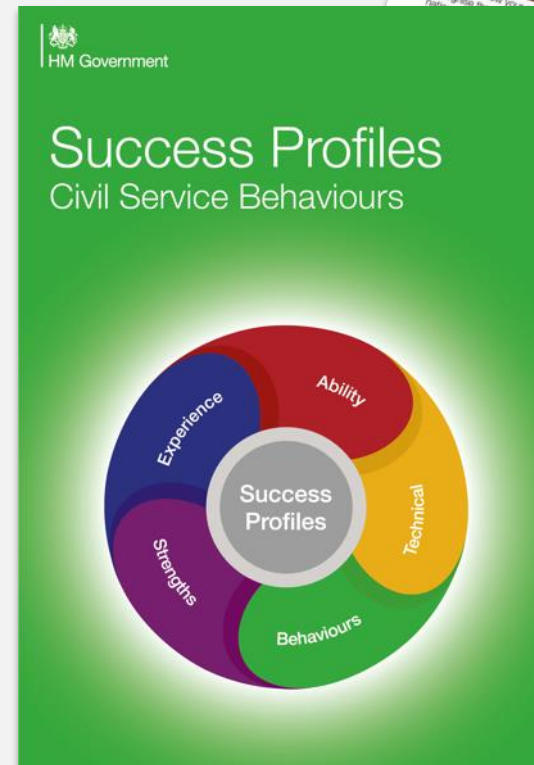
Person specification

Civil Service Behaviours

The Civil Service Behaviour definitions outline the expected type of behaviour or competence within a role. Find more information on the behaviours by reading the online [Success Profiles document](#).

For this specific role, the focus will be on:

Making Effective Decisions | Communicating and Influencing | Seeing the Big Picture



Terms of appointment

Duration

These opportunities are available on a permanent basis. Applications made on the basis of a permanent transfer or a loan from existing Civil Servants are welcomed too.

Contract type

These are full time roles. We also operate a Hybrid Working Policy to allow some homeworking, depending on role and business need.

Vetting

Appointment will be subject to successful completion of Developed Vetting (DV) More information about the vetting process can be found on our careers website.

Location

This role is based at Hanslope Park, Milton Keynes.

Remuneration

Salary: £58,123.00 - £67,633.00

There is a base salary per annum plus an attractive pension and other benefits including flexible working.

We pay a performance related award when employees achieve a performance rating of Exceeded or Met in their annual performance and development review. The award is paid as a non-consolidated, non-pensionable lump sum.

Successful candidates will be placed in roles based on the highest priority business requirement at the time of appointment.

The recruitment process

How to apply. Applicants should complete the online application form and attach a current CV. Your application should pay particular attention to outlining your interest in the role, the relevant experience that you could bring and how you meet the essential criteria as defined in the person specification.

Failure to submit both a CV and an application will mean the panel only have limited information on which to assess your application against the criteria. If you require a point of contact, then please email FCDOServices.Recruitment@fcdo.gov.uk in the first instance.

Reasonable Adjustments

We are committed to equality in the recruitment process. We would like to make your experience as positive and comfortable as possible. We believe that you are the best person to tell us what you need so please let us know of any reasonable adjustments we can make and any barriers that you face in the working environment.

Candidate Information Pack

The panel will assess and score your application in order to select those demonstrating the best fit with the role by considering both the evidence you have provided against the essential criteria set out in the 'Person Specification' section and the detail within your CV. Failure to address any or all of these may affect your application.

If you are shortlisted, you will be invited to attend an interview. Full details will be provided if invited to interview.



After the interviews, a merit list will be created. Successful candidates will be appointed in merit order.

Please note that FCDO Services carries out anonymised recruitment to help build a more diverse and inclusive workforce. The personal information on your application will be concealed during the sifting phase, and only the names of those who are being invited for interviews will be made known to the panel.

**CLOSING DATE FOR APPLICATIONS IS
Sunday 16th February 2025**

Guaranteed interviews

Disability Confident Scheme

The Civil Service embraces diversity and promotes equal opportunities. As such, we participate in a Disability Confident Scheme (DCS).

Disabled applicants who meet the minimum selection criteria as set out in the essential criteria of the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

Civil Service 'Great Place to Work for Veterans' Scheme

We are a part of 'A Great to Place to Work for Veterans' scheme so if you have completed at least one year in His Majesty's Armed Forces (as a Regular or Reserve) and are in transition from the Armed Forces, or no longer a member, please notify us when prompted as part of the online application process. Find out more about the [Great Place to Work for Veterans Scheme](#).

Redeployment Interview Scheme

Civil Service employees (including Senior Civil Servants and Crown Arm's Length Bodies) who are at risk of redundancy and who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit and at-risk candidates will be able to self-identify during the application stage.

For all guaranteed interview schemes, there may be exceptions made on reasons of time or resource for high-volume recruitment where the vacancy manager may decide to select the candidates who best meet the minimum criteria, rather than all of those who meet the minimum criteria.

Indicative timetable

We will endeavour to offer flexibility, but it may not be possible to offer alternative dates for assessments or interviews. Please note that these dates may be subject to change and at this stage are indicative.

Stage	Timescale
Applications close	Midnight Sun 16 th Feb 2025
Shortlisting	W/C 17 th February 2025
Interviews	TBC

Additional information

Official Secrets ACT

This post is covered by the Official Secrets Act.

Eligibility - Nationality and Security Clearance

This role is a reserved post and therefore applicants must be a British Citizen. To be eligible for DV clearance applicants must have lived in the UK for at least five out of the past ten years, at least one of which must be for a period of 12 consecutive months, unless you have served overseas with HM Forces or in another official capacity as a representative of His Majesty's Government or have lived overseas as a result of your parent's or partner's Government employment.

Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of FCDO/FCDO Services. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and their other business and financial interests may be published.

Civil Service Code

The Civil Service Code sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation. As a civil servant, you are expected to carry out your role with dedication and a commitment to the Civil Service and its core values integrity, honesty, objectivity and impartiality.

View more information on the [Civil Service Code](#).

Additional information

Civil Service Commission

This appointment is regulated by the Civil Service Commission. The Civil Service Commission has two primary functions:

Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.

Hearing and determining appeals made by civil servants under the Civil Service Code, which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles.

For more information, visit:
<https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles>

Complaints

FCDO Services recruitment is regulated and underpinned by the Civil Service Commission Recruitment Principles. The principles explain the legal requirement that selection for appointment to the Civil Service must be on merit and on the basis of fair and open competition.

If you feel your application has not been treated in accordance with the Principles and you wish to make a complaint, you should contact FCDOServices.Recruitment@fcdo.gov.uk in the first instance.

If you are not satisfied with the response you receive from FCDO Services, you can contact the Civil Service Commission. For more information, please [visit their website](#).



FCDO Services



Thank you.

For more information about us, please visit:
fcdoservicescareers.co.uk

