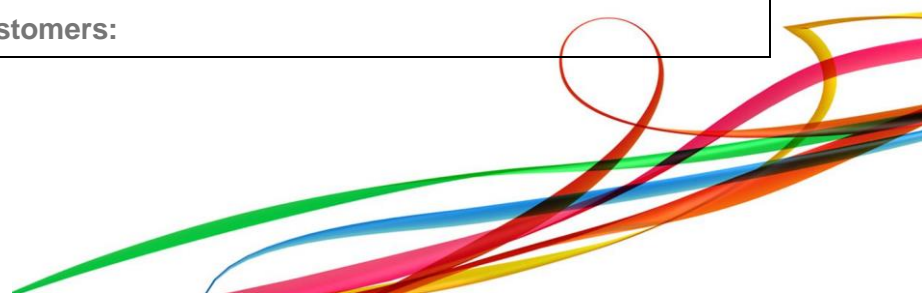


Job description

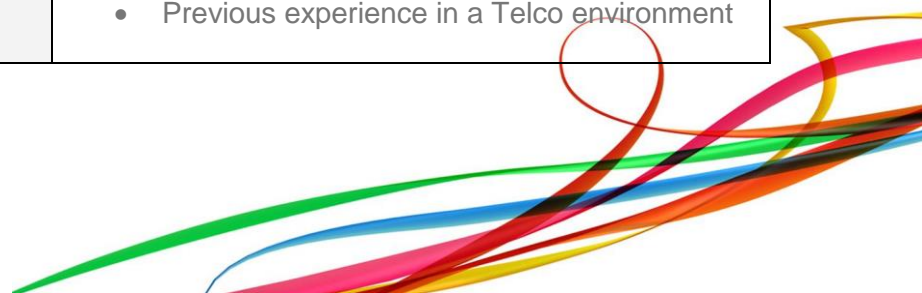
Role title:	Information Security Officer		Version number:	1.3
Reports to:	IT Director	Directorate:	IT	
GGS:		Location:	Reading	
Organisation structure & department profile:	<p>Information Security has been declared as a focus area for MBNL by the MBNL Board.</p> <p>The IT Director is accountable for Information Security within MBNL. The Information Security Officer reports to the IT Director and is responsible for Information Security within MBNL.</p>			
Created by:				

Role purpose:	<p>To manage MBNL's information security on behalf of the IT Director. Also accountable for physical security standards of MBNL's corporate offices. MBNL is a medium-sized company (circa 200 staff) which outsources as much as possible of the design, planning, deployment and operation of the shareholders' shared radio network. MBNL has 100's of suppliers who have approximately 4,000 staffers world-wide that manage the shared network. This combined community of MBNL and supplier staffers must adhere to MBNL's information security policies and standards. It is the purpose of this role to make sure this happens.</p>
Key Responsibilities & Accountabilities: (In priority order)	<ul style="list-style-type: none"> • Define and maintain the security policies & standards for MBNL • Manage & maintain MBNL's security accreditation (currently ISO27001 and CAS(T)) • Manage security incidents as and when they arise • Raise awareness of the policies & standards throughout the company • Undertake internal and external audits as and when required to verify compliance with MBNL's policies and standards • Manage security risks • Prepare security updates and reports for the MBNL Board and Senior Management Team • Act as the liason with both shareholder security departments to both brief them on MBNL progress and issues and to learn from their experiences • Create and maintain Disaster Recovery plans from an Information Security perspective • Review new projects and initiatives for security compliance

	<ul style="list-style-type: none"> • Undertake security tests (e.g. PEN tests) as and when required • Highlight and analyse trends, providing recommendations for improvements • Manage security suppliers • Undertake security incident response rehearsals and exercises 		
Key Challenges: (in priority order)	<ul style="list-style-type: none"> • Establishing ISO 27001 Compliance and maintenance • Setting the strategic direction for MBNL based upon the wishes of the Shareholders, and legal and licence obligations • Recommending policy and procedures to the Senior Management Team in MBNL • Working with Suppliers to MBNL to ensure adherence to good Data Security practice 		
People Management:	Line Manager?		No
	Virtual (project) Manager of people?		yes (direction to all MBNL staff)
	Responsible for: allocation of work (task based) setting direction (objective based) performance management recruitment absence management		yes yes no no no
	No of direct reports:		None
	Overall team size (headcount):		1
	Other People Mgt comments: Set direction and expectations of staff through the issue of guidelines and training		
Financial:	Budget manager	Yes	
	OPEX responsibility	£	£200k
	CAPEX responsibility	£	£1m
	P&L responsibility	£	No
Other Financial Impact comments:			
Key Relationships: (level, nature & purpose)	<p>within own function:</p> <ul style="list-style-type: none"> • Across all MBNL staff <ul style="list-style-type: none"> ○ Setting standards ○ Raising awareness for standards ○ Advising and educating ○ Checking compliance <p>across other function:</p> <ul style="list-style-type: none"> • Briefing both shareholder security departments on progress and issues • Taking advice from Shareholder security subject matter experts • Sharing Security Resources with our Shareholders <p>external suppliers:</p> <ul style="list-style-type: none"> • Assessing advice and recommendations from legal, regulatory and expert bodies <p>external customers:</p>		



	<ul style="list-style-type: none"> Ensuring that Partners and Suppliers adhere to MBNL's security standards and policies 	
Key MBNL behaviours	<p>Shine: Be an ambassador for MBNL. Be courageous and resilient. Grow and stretch yourself, rise to the challenge</p> <p>Collaborate: Be positive. Actively seek others out and build effective relationships. Have open, honest & transparent conversations</p> <p>Deliver: Create a plan, regularly review and measure against that plan. Have a can-do attitude, learn from your experience</p> <p>Lead: Create, innovate and inspire. Challenge the norm and bring people on the journey</p>	
Critical Knowledge & Experience (non time related):	professional / technical	
	must have:	<ul style="list-style-type: none"> Experience of implementing and maintaining security standards such as ISO27001 Qualifications in Data Security that align with Shareholder expectations
	nice to have:	<ul style="list-style-type: none"> Experience of implementing and maintaining security standards such as CAS(T)
	business / context	
	must have:	<ul style="list-style-type: none"> A bachelor's degree in computer science, mathematics engineering or five years of comparable work experience First class communication skills - we really need someone who can listen and absorb, talk and hold the attention of others and produce documentation that is simple, effective and concise Excellent skills in multi-tasking and managing priorities Good working knowledge of Security related legal and regulatory requirements Ability to manage and deliver Projects through to successful conclusion Excellent Knowledge of using Microsoft Office, Visio and MS Project. E.g. Word processing , Spreadsheets , Presentations, flow diagrams and Project Plans An approach that is diligent and professional and that engenders trust with others
	nice to have:	<ul style="list-style-type: none"> Up to eight or more years of ISO experience Ability to attain Security clearance Professional qualifications e.g. CISSP, CISM, CISA, CRISC (or a desire to achieve those) A proven track record in designing and executing security awareness campaigns within large organisations Understanding matrix management Previous experience in a Telco environment



Any other comments:

An ability to communicate at all levels, and influence behaviours and cultures

