****JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | **Cyber Security Manager** | Post Number | **F1085** |
| Grade | M1 | Service Area | Strategy and Resources |
| Special Conditions | * Ability to travel to various locations in response to ‘call outs’ at short notice * Occasional requirement to work weekends/evenings * DBS required * Politically restricted post | Additional Benefits | Casual Car User |
| Authorised by | Deputy Chief Executive | Date | January 2024 |

**Job Purpose**

|  |  |
| --- | --- |
| The purpose of this role within the Council is: | * To provide key role in delivering specific projects of the current South Worcestershire ICT strategy * To develop technical skills of Cyber Security team ensuring specific business systems are fully exploited to deliver maximum efficiencies and investment in technology are maximised. * To ensure that the ICT systems in use across South Worcestershire are as secure as possible within available resource and budget. * To analyse changes in business requirements, business systems and security threats to maximise the security of ICT systems provision. * To support options for new security technology solutions * To have financial responsibility for the South Worcestershire ICT cyber security budget. * To deliver projects to time and budget |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Head of ICT |
| The postholder manages \supervises: | Cyber security team |

|  |  |
| --- | --- |
| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** | |
| 1 | Work on specific security projects, and where required provide project management, in the development, harmonisation and integration of security systems to ensure they improve the security posture of the councils. |
| 2 | Propose changes to systems and/or business processes to ensure the business is making the most secure use of ICT systems. |
| 3 | Lead on improving the security of ICT systems within the council |
| 4 | To contribute to the education and awareness of ICT security of all staff. |
| 5 | Manage and develop the workplan of the cyber security team;   * Maximise the performance of the cyber security team ensuring all staff have clear roadmaps and targets which outlines the vision and key outcomes to be achieved including the delivery of the South Worcestershire ICT Strategy. * Create and maintain personal development plans for direct reports to ensure they keep up to date with development in the ICT fields as relevant to the South Worcestershire ICT shared service. * Identify training needs to develop the skills and ability of staff under your supervision. * Lead the team in regular meetings to fully develop the potential of the team. |
| 6 | Maintain awareness of new ICT security technologies and developments which would benefit and improve the cyber security of the councils. Present and promote new technologies to senior managers and where approved and appropriate assist in the procurement, implementation and development of these technologies. |
| 7 | Participate in project planning with IT Management Team and Service Managers to develop business focused plans, which will deliver increased service automation, improved customer services and cash/non cash efficiencies. |
| 8 | Maintain and develop professional standards, good working relations and practice. |
| 9 | Manage, develop and shape services to meet customer requirements which improve security, quality and efficiency of services provided to citizens in the Districts. |
| 10 | Work with the ICT Management team in researching innovations and preparing a rolling programme of future developments which improve outcomes for residents, businesses and services ensuring that they meet the required levels of cyber security. |
| 11 | Provide support and advice to non-technical officers in other areas to ensure the secure application of information technology within their service areas. |
| 12 | Ensure you approach your duties taking into consideration the principles of value for money and a flexible, customer focused approach. |
| 13 | Contribute to the production of service plans. |
| 14 | Have a good working knowledge of the priorities of central government in the areas of planning, place shaping, digital by default, government and industry standard, Freedom of Information (FOI) Act 2000, Data Protection 1998, Computer Misuse Act 1998 and key deliverables outlined in ICT strategy. |
| 15 | Provide input into funding and grant applications and actively engage and participate in national and regional programmes and interest groups. |
| 16 | Support the creation / delivery of:   * South Worcestershire ICT Strategy * ICT capital and revenue budgets * ICT service plans * ICT training plans * ICT service performance management arrangements |
| 17 | Undertake duties in connection with health and safety, recruitment, training and development and other Council-wide management initiatives as required by the ICT Services Manager including identifying at your appraisal, appropriate health and safety and other corporate training needs. |
| 18 | Attend, contribute to, co-ordinate and where appropriate chair corporate meetings and third party ICT suppliers. |
| 19 | Monitor and report on ICT shared service cyber security budget, allocated by the Head of ICT, and report any potential major variances to ensure swift corrective action. |
| 20 | Deputise, as required, for the Head of ICT in their absence |
| 21 | To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. |
| 22 | Any other duties that may be required from time to time, depending on the exigencies of the service. |
| 23 | In all contacts the post holder will be required to present a good image of South Worcestershire ICT shared service Directorate and the Council as well as maintaining constructive relationships. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Degree level qualification or substantial experience in cyber security or leading a technical team of security engineers | E |  |
| Postgraduate qualification in ICT or management |  | D |
| Project Management qualification |  | D |
| Programme Management qualification (i.e. MSP) |  | D |

|  |  |  |
| --- | --- | --- |
| Experience | Essential | Desirable |
| A proven record of specifying and implementing cyber security systems and achieving project implementations within agreed timescale and budget | E |  |
| Significant experience within cyber security environment | E |  |
| Developing secure business systems, applications and processes to maximise return on investment | E |  |
| Implementing and delivering change within a complex organisation | E |  |
| Experience of managing a cyber security team | E |  |
| Detailed knowledge of ICT issues in local government |  | D |
| Appreciation of strategic planning in a large organisation |  | D |
| Strong hands-on business analysis and skills that encompass the delivery of change programmes |  | D |
| Experience of working in an agile development environment |  | D |

|  |  |  |
| --- | --- | --- |
| Skills Required | Essential | Desirable |
| Knowledge of a range of cyber security systems. | E |  |
| Knowledge of securing M365 systems | E |  |
| Good financial acumen, excellent analytical and research skills – ability to weigh up the positives and negatives of differing solutions to a specific problem | E |  |
| Strong working knowledge and experience of ICT change life-cycle, business process analysis, modelling and re-engineering. | E |  |
| Requirements of National Digital by Default Strategy and place shaping agenda. Detailed understanding ICT security concepts, practices and standards and in particular the PSN Code of Conduct. | E |  |
| Excellent stakeholder management skills combined with strong influencing and negotiation skills. Good presentation, written and verbal communication skills – post will be required to communicate complete technical issues at all levels both internally and externally in a non-technical way. | E |  |
| Able to work on a number of issues within tight deadlines, changing and competing priorities |  | D |
| Able to build and maintain good working relationships at all levels. |  | D |
| Able to understand and translate customer needs. |  | D |
| Enthusiastic, committed and able to persuade, influence or impress others to follow a course of action |  | D |
| Able to work with due regard to appropriate Project/Development standards |  | D |
| Knowledge of the respective roles of elected Members and Officers and an awareness of the improvement agenda facing local authorities now and in the medium to long-term. |  | D |
| Understand and tune in to the political climate within partners organisations and stakeholder groups and understand its impact on strategy and service provision. |  | D |
| Developing and supporting cost benefit cases for investment |  | D |

|  |  |  |
| --- | --- | --- |
| Behaviours | Essential | Desirable |
| Capable of managing expectations effectively | E |  |
| Resilient and tolerant of pressure | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.