



Role Title:	Regional Information Security Manager
Grade:	PO 1/2
Responsible to:	Senior Information Risk Owner (ACC) and Head of Profession, WECTU
Responsible for:	Regional Network Manager. Regional STRAPSO SPOCS in Welsh Forces.
Liaison with:	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
Required Vetting Level:	MV/SC/DV
Date Published:	October 2020

Role Purpose	<p>Implement, develop and maintain the National Counter Terrorism Policing Information Security Management System, including the CT Policing Information Security Policy and all other associated CT Policing policies, procedures and standards across the Wales Region CT Policing estate and systems.</p> <p>Ensure Wales Region CT Policing estate and relevant ICT is compliant with national policy, security operating procedures, legislation, regulations and codes of practice whilst maintaining efficient performance of infrastructure.</p> <p>Ensure Wales Region CT Policing estate and systems meets agreed national security accreditation standards that underpin organisational strategy plans and objectives in line with NCTPHQ, Cabinet Office and National Cyber Security Policy and Procedures.</p> <p>Sensitively manage the National Security Vetting requirements concerning WECTU personnel in accordance with National Vetting and Cabinet Office Policies.</p> <p>Ensuring WECTU personnel compliance with NCTPHQ, Cabinet Office & NCSC Security Policy & Procedures.</p>
Main Responsibilities	<p>Advice and Guidance</p> <ul style="list-style-type: none"> Assess personal requirements of customers (including members of the public) and provide adequate support, advice and guidance Provide advice and guidance on escalated, varied and complex issues relating to area of work Resolve complex problems independently, referring major issues to senior colleagues Identifies and escalates serious problems <p>Business Improvement</p> <ul style="list-style-type: none"> Contribute to the Identification, proposal and implementation of developments and improvements to the area, unit or project for the mutual benefit of the force and customers <p>Customer Service and Representation</p> <ul style="list-style-type: none"> To present a positive image and service to both internal and external customers Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service Maintain confidentiality in relation to data protection issues and Management Of Police Information standards <p>Organisation/Planning</p>

	<ul style="list-style-type: none"> • Plan and organise work to complete it within set framework, standards, & timescales • To organise and schedule events/meetings as directed • Implement and contribute to service strategy as directed • Develop, propose and implement an approved project/business plan for the unit, subject or function • Identify, seek approval for the deployment of suitable resources for the subject area or project to deliver its objectives <p>People Management</p> <ul style="list-style-type: none"> • Monitor and allocate workload within team • May supervise staff through following force policy and monitoring performance levels • Assist team in the preparation and use of equipment and techniques and advise on any specific aspects of work with own area <p>Policies & Strategies</p> <ul style="list-style-type: none"> • Research, review and draft policies • Monitor and report on policy implementation to ensure compliance and identify issues/problems <p>Project Management</p> <ul style="list-style-type: none"> • Organise and manage the day to day delivery of subject area or projects including preparing and planning of resources <p>Risk Management and Legal Compliance</p> <ul style="list-style-type: none"> • Identify risks within own remit and mitigate and inform others on risks • Ensure unit meets its obligation with regards to Health & Safety and escalate serious problems • Monitor and ensure compliance with all regulations and policy guidelines • Identify risks, measure impact and provide advice on findings • Meets obligations with regards to associated legislation <p>Other</p> <p>Customer Service and Representation To present a positive image and service to both internal and external customers Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service Maintain confidentiality in relation to data protection issues and Management Of Police Information standards</p> <p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Education to a degree level standard or demonstrate equivalent skills and abilities through operational/managerial experience. • Hold The Chartered Institute for IT 'Certificate in Information Security Management Principles' or equivalent, or accepted subject to successfully completing such training in post. • Hold NCSC certification as Security and Information Risk Adviser (SIRA) at Practitioner Level or equivalent, or accepted subject to successfully completing such training in post. • Be prepared to attend relevant national security training courses in line with role.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • You will have good IT skills and be conversant with proprietary software and systems • Previous management experience • Risk Owner, Information Asset Owner and Departmental Security Officer on sensitive decision making. • Proven experience in Counter Terrorism, or National Security field. • Communication skills both verbal and written at a strategic and tactical level to effectively liaise with NCTPHQ Business Leads, NCSC Business Leads, Cabinet

	<p>Office Administration Department, Regional SIRO's, Force Chief Officer's, Senior Managers and Heads of Departments.</p> <ul style="list-style-type: none"> • Must have experience in management of sensitive information, assets and of working with people in a secure, vetted environment <p>Desirable</p> <ul style="list-style-type: none"> • Experience of managing or supporting complex projects • Welsh Language Level 2 - Can understand the essence of a conversation in Welsh, and can convey basic information and respond to simple requests in Welsh. Can use Welsh to transfer telephone calls. Can introduce oneself and others by name, role, and location/organisation. Can contribute in a meeting partly in Welsh.
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • You will possess an excellent understanding of the Cabinet Office Security Policy, HMG Information Assurance Standards & Government Classification • Risk Assessment & Management • Data Protection Act • Freedom of Information Act • MoPI <p>Desirable</p> <ul style="list-style-type: none"> • National Vetting Policy
Personal Qualities	<p>Serving the Public</p> <p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests</p> <p>Understands the expectations, needs and concerns of different communities and strive to address them</p> <p>Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police</p> <p>Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them</p> <p>Develops partnership with other agencies to deliver the best possible overall service to the public</p> <p>Professionalism</p> <p>Acts with integrity, in line with values of the Police Service</p> <p>Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations</p> <p>Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required</p> <p>Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour</p> <p>Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required</p> <p>Leading Change</p> <p>Positive about change, adapting different ways of working and encouraging flexibility in others</p> <p>Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas</p> <p>Takes an innovative and creative approach for solving problems</p> <p>Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge</p> <p>Leading People</p> <p>Inspires team members to meet challenging goals, providing direction and stating expectations clearly</p>

	<p>Acknowledges the achievements of individuals and teams by recognising and rewarding good work</p> <p>Recognises when people are becoming de-motivated and provides encouragement and support</p> <p>Gives honest and constructive feedback to help people understand their strengths and weaknesses</p> <p>Coaches and guides team members, identifying and addressing areas for development</p> <p>Managing Performance</p> <p>Understands the organisation's objectives and priorities and how own work fits into these</p> <p>Plans and organises tasks effectively to maintain and improve performance</p> <p>Manages multiple priorities, thinking things through in advance, balancing resources and co-ordinating activity to complete tasks within deadlines</p> <p>Knows the strengths of the team members, delegating appropriately and balancing workloads across the team</p> <p>Monitors delivery to ensure tasks have been completed to the right standard and tackles poor performance effectively</p> <p>Decision Making</p> <p>Gathers, verifies and assesses information to gain an accurate understanding of situations</p> <p>Considers a range of possible options before making clear, timely, justifiable decisions</p> <p>Reviews decisions in light of new information and changing circumstances</p> <p>Balances risk, cost and benefits, thinking about the wider impact of decisions</p> <p>Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in public interest</p> <p>Working with Others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues</p> <p>Is approachable, developing positive working relationships and good team spirit</p> <p>Explains things well, ensuring instructions are understood and talks to people using language they understand</p> <p>Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively</p> <p>Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations</p> <p>Is courteous, polite and considerate, showing empathy and compassion</p> <p>Deals with people as individuals and addresses their specific needs and concerns</p> <p>Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances</p>
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All individuals of WECTU must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	Shortlisting
Qualifications	Yes
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	
Personal Quality – Professionalism	
Personal Quality – Leading Change	
Personal Quality – Leading People	Yes
Personal Quality – Managing Performance	
Personal Quality – Decision Making	Yes
Personal Quality – Working with Others	Yes