



HOUSE OF COMMONS

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Information Security Officer
Campaign Type:	Concurrent
Payband:	B1
Pay range:	£36,865 - £43,361 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	Research and Information
Section:	Information Management
Reports to:	Head of IRIS
Number of posts:	1
Hours:	Full Time 36
Contract type/ duration:	Permanent
Issue date:	12/10/2018
Closing date:	18/11/2018 at 23:55

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The Information Rights and Information Security (IRIS) Service is responsible for ensuring the House of Commons' compliance with information legislation. The team promotes awareness and understanding of the legislation and provides advice to staff of the House as well as Members and their staff. The team is also responsible for information security for the House.

Job introduction

The Information Rights and Information Security (IRIS) Service leads for the House on Information Rights (Data Protection legislation (GDPR/DPA), Freedom of Information 2000 (FOI) and Environmental Information Regulations 2004 (EIRs)) and leads for the House of Commons on Information Security.

As Information Security Officer you will work with the Information Security Manager to lead on the design and delivery of a campaign of information security awareness raising and training for House of Commons staff. You will work with the Head of Service, who is responsible to the Senior Information Risk Owner (SIRO) and the Information Authority, in the provision of assurance on information security. This will include maintaining oversight of policies and procedures, carrying out data protection impact assessments and information security accreditation. As part of the accreditation process you will support the Parliamentary Accreditors and work with colleagues across

both Houses on projects and programmes to ensure the confidentiality, integrity and availability of Parliamentary data. This will include the House's responsibilities under GDPR/DPA, the operation of the Parliamentary Protective Marking Scheme (PPMS), maintenance of asset registers and the information loss/personal data breach reporting procedure. You will play a key role in working alongside various projects and attending boards and groups representing the IRIS team as required.

As part of the wider remit of the team, you will be expected to acquire and maintain an up to date functional knowledge of Information Rights legislation, such as FOI and EIRs.

Key stakeholder relationships

Key internal relationships

You will work closely with the Head of IRIS and the Information Security Manager.

You will also work closely with colleagues across the House of Commons including the Information Authority, the SIRO for the House of Commons, Parliamentary Accreditors, Parliamentary ICT/Digital Service, the Parliamentary Security Department, Information and Records Management Service, Departmental Information Risk Owners (DIROs), Information Asset Owners and project/programme managers.

Other key internal relationships will be with senior managers and staff across the House of Commons, providing support to enable them to meet their responsibilities in line with legislation and policy.

With your knowledge of GDPR/DPA you will also be in contact with individual Members and their offices to assist with queries relating to data protection and information security matters as required.

Key external relationships

The House of Lords is a separate organisation and operates under a separate Data Controller. However, the relationship between the two administrations is a vital link in ensuring good practices in all areas; maintaining this link with the House of Lords compliance team and their respective SIRO will be a key feature of your role.

Management responsibility

No line management responsibility. As a specialist, you will oversee, through supervising or coaching, the work allocation and performance of project staff on a day to day basis as required.

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

Key responsibilities

To act as a project lead for IRIS in the area of Information Security.

House-wide Information Security

- Provide specialist support to the Information Security Manager, Head of IRIS and Senior Information Risk Owner in the provision of assurance on information security
- Identify and manage information security risks across the House of Commons, liaising with relevant stakeholders and escalating issues as appropriate
- Maintain oversight of policies and procedures, to identify gaps in provision or business resilience for example - Parliamentary Protective Marking Scheme (PPMS), information loss and personal data breach reporting process and maintenance of registers of sensitive information assets (RSIAs) and data maps
- Provide project lead support to the Parliamentary Accreditors, in all aspects of the accreditation process. This includes the maintenance of a log of assessments, preparing supporting documentation, liaising with House colleagues and third-party suppliers where appropriate, completing data protection impact assessments (DPIA), assisting the Accreditors in communicating the outcome of the accreditation, maintaining a record of any residual risks and a timetable for review
- Develop, implement and evaluate interventions to increase staff awareness of information security and its interaction with the House's data protection obligations
- Assess training needs, develop and deliver a range of development tools (classroom, e-learning, briefing papers) for a variety of audiences

House-wide GDPR/DPA

- Provide expert advice to Members, Parliamentary staff and other stakeholders about all aspects of data protection legislation.
- Review and revise GDPR/DPA policies and procedures relating to information security

House-wide FOI/EIRs

- Maintain a functional knowledge of relevant legislation both planned and proposed
- Support the wider IRIS team as required

Support all areas within the remit of the IRIS Service, supporting and contributing to the House strategy and business plan objectives and supervising staff as required to deliver the above services.

Qualifications:

The following qualifications are required for this role:

A recognised Information Security and or Information Law qualification commensurate with BCS is desirable.

SKILLS AND EXPERIENCE <i>There is no criteria 6,7 or 8 required at application stage.</i>	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERIA 1 Experience of taking a lead role in information security or information law in a large or public sector organisation, particularly identifying and addressing challenges and managing associated risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Ability to apply sound professional judgement in making recommendations and taking decisions based on extracting and analysing relevant facts from complex data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Proven ability to challenge, persuade, and negotiate where appropriate, communicating complex issues to stakeholders with confidence and diplomacy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Good communication and interpersonal skills - oral and written: able to build and maintain effective relationships with people at all levels, while upholding the principles of diversity, equality and inclusion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Experience of writing, implementing and monitoring effectiveness of policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 Proven ability to prioritise own and others workload to ensure delivery of high quality advice, often to tight deadlines, adjusting plans in response to change needs or circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 7 Experience of delivering both personally and as a team member, practical and effective solutions to meet customer and business requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 8 Ability to oversee, through supervising or coaching, the work allocation and performance of project staff on a day to day basis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>