

ROLE PROFILE

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| **Role Profile** | | | |
| **Job Title** | IT Security Specialist | | |
| **Section** |  | **Department** | Cyber and Data Protection |
| **Reports to**  **(Job Title)** | Chief Information Security Officer | | |
| **Location** | Building 2, Derriford Business Park, Plymouth | | |

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| **Job Purpose** | Delt are recruiting an IT Security Specialist to support the delivery of an enhanced IT security service across GP surgeries.  The role will undertake various duties, across a range of threat detection, vulnerability identification and response, risk management, and audit responses. In addition, the role will be involved with ensuring that these activities meet agreed Service Levels.  The holder will promote and align working practices to support data protection and information security requirements as laid out in:   * EU GDPR / UK Data Protection Act 2018. * Cyber Essentials Plus * ISO 27001 * Information Security Management: NHS Code of Practice * NHS Digital Principles of Information Security * NHS Codes of Practice and Legal Obligations * Primary Care (GP) Digital Services Operating Model (current version 2019-2021) * 2017/18 Data Security and Protection Requirements for Health and Care Organisations   They will also be involved with audit responses, primarily with NHS resources, including providing information to support the completion of customer organisation’s DSP Toolkit submissions.  The role will hold relationships with key parties both inside and outside of Delt, providing an advisory service, as well as developing policy and process. A further requirement will be the definition of security practices and monitoring the success of these activities. |
| **Key Competencies and Output** | Accountable for threat monitoring, vulnerability assessment & response, and alert response.  Responsible for the actioning of deliverables stipulated in the service definition and ownership of the enhanced GP security service.  Responsible for highlighting and advising on risks affecting or arising from Delt or its customer organisations.  Production of materials at least annually to demonstrate alignment to Cyber Essentials Plus in the service provided to GP Surgeries.  Alignment of working practices to ensure continued compliance with Data Protection and Computer Security law, as well as customer compliance requirements.  Support the production of Compliance statements for relevant security standards to support customer compliance programmes (e.g. DSP Toolkit).  Work with colleagues and customers to ensure compliant services are delivered.  Support the production of corporate business cases, providing estimates for internal/external delivery of secure IT solutions.  Support the production of security information for monthly Service Level Management reports.  Responsible for creation of the physical security plan for GP surgeries and user awareness schemes.  Annual scoping and procurement of penetration testing across IT environments.  At least annual reviews of security measures in place for services provided to GP surgeries.  Interface with threat monitoring partners and upkeep of protective monitoring solutions across IT environments.  The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed. |
| **Experience, Knowledge, Skills and Qualifications** | The successful candidate will be able to demonstrate:  Knowledge of Information Security standards (Cyber Essentials Plus, ISO27000 series desirable).  Knowledge of relevant legislation affecting data protection, information security and computer-based crime affecting the UK.  A willingness to undertake appropriate and regular training as required.  Commitment to personal and professional development.  Demonstrable experience working in a professional IT environment.  Experience in providing a customer focused IT service.  Experience and understanding of ITIL security management gained from working within an ITIL environment.  That they are a proficient user in a range of Microsoft packages.  **Essential:**  One or more of   * Degree level education in Information Security or sufficiently related subject * Subject specific qualification, such as CompTIA Sec+, BCS CISMP, or equivalent * Equivalent level experience within an IT Security role   A full UK driving licence (or obtained within probationary period).  **Desirable**  Experience of providing an IT security service in a local government environment and/or an NHS environment. |
| **Corporate Standards** | In accordance with Delt’s organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.  All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt’s policies and procedures.  All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.  Undertake all duties with regard to the Delt equalities policy and relevant legislation.  In a ‘people first’ environment, the post holder must both be aligned and aspire to Delt’s values and expected standards of behaviour for them and their team(s). |