



Job description

SECURITY OFFICER

Job reference:	OPR-SO
Location:	Canary Warf, Docklands
Reports to:	Infrastructure Business Partner
Grade:	D

Job purpose

The Security Officer will be the day-to-day controller for Documentation Monitoring and compliance testing for all aspects of IT security, asset and configuration management. This role will act as a member of the Infrastructure team within IT & Facilities, ensuring that the Infrastructure Management is compliant with ISO27001 to the level where accreditation could be achieved.

Main accountabilities

1. Liaising and working with staff, suppliers and other IT teams to identify and remediate any Security incidents
2. To be an advisor to all GPhC staff on IT Security issues and, where appropriate, deliver security training
3. Monitor alerting tools and handle escalated incidents from Service Desk, end users and suppliers
4. Drive the documentation and review of GPhC IT Security Policies and act as an analyst to capture requirements, then author/edit to ensure these are documented
5. Document, contribute to, maintain and validate the IT Security practice and procedures for use within the GPhC
6. To work closely with the IT management, GPhC Governance and Compliance Officer with regards to Security, Data Protection and Information Handling
7. To work closely with the GPhC Risk Officer to maintain GPhC Risk register and Disaster Recovery / Business Continuity Plan
8. To analyse and research appropriate IT Security techniques and solutions and, where necessary, advise others on their findings

The above is not exclusive or exhaustive and may alter depending on the needs of the GPhC.

Knowledge and skills for this job

	Essential	Desirable
• Degree in a related IT discipline; or relevant demonstrative work experience within the IT security and delivery area; preferably with exposure to CSIRT/CERT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Evidence of continuing professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Understanding of ISO27000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience of working in a customer focused IT environment which has included technical problem resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience of developing relationships with internal staff and management as well as external agencies and organisations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience of working as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Good communication skills both written and oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Good overall IT Infrastructure and operating software and tools knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience in public sector information management and a regulatory environment advantageous but not a pre-requisite	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC.

Terms and conditions

Salary:	The salary for this role is £40,000. Salaries are usually reviewed in June . If you start after 1 March, your salary will first be reviewed in June of the following year.
Hours:	35 hours per week, from 9.00 to 5.00, Monday to Friday
Holiday entitlement :	30 days per annum, pro rata, plus all Bank Holidays