

## **IT Security and Business Resilience Manager**

### Job summary

Salary/grade:	B3 + £4k IT market supplement
Organisation:	Independent Living Fund (ILF) Scotland
Job Title:	IT Security and Business Resilience Manager
Department:	Operations
Reports to:	Head of Digital and Information Services
Location:	Denholm House (Livingston) with occasional work at home
Employment type:	Full time permanent

### **Overview**

ILF Scotland is a Scottish Public Body. It was created following the closure of the UK ILF in June 2015 and has been administering Scottish ILF funding for existing fund recipients in Scotland and Northern Ireland since 1<sup>st</sup> July 2015.

ILF Scotland distributes annual funding of around £55m to support recipients to lead independent lives. The organisation has a staff team of around 50, who provide award management services for approximately 4,000 '2015 fund' and 'Transition fund' recipients in Scotland.

The organisation is fully funded by, and accountable to, Scottish Government Ministers via a Board of Directors. Directors are appointed by Scottish Ministers in line with the Scottish Public Appointments process.

This role is core to maintaining the day to day IT and Information Security of the current operation but will also be pivotal in developing the resilience and the "To Be" operation as ILF Scotland prepares its move to cloud based operations during 2020 – 2021. Core to this will be the ability to fully assess the risk landscape and prepare business impact analysis options for new operational models.

However, it is stressed that the role is a management position and not a service desk (24/7) operation. It is envisaged that once the post holder is confident in the current daily security operations, that the role becomes much more strategic and will provide the link between the corporate business strategy and the IT and Information security considerations prior to committing to a package or infrastructure investment. The role is not considered "full on" and is offered flexibly and with work patterns to suit a work life balance or returning workers. A key requirement is simply to be contactable in the event of an incident and being able to direct or instigate the appropriate actions of others.

The post holder will work as part of a small digital and information services team who operate in a “Managed Services” environment. Our core infrastructure is currently provided by the Scottish Government but ILF Scotland are fully responsible for the applications, security, incident management and development of services hosted by them and supported by other third party contractors including the NHS.

As such, being part of a small team involves full ownership of the IT security aspects but is an equal member for all change, development, planning and education projects across the organisation.

The post-holder will ensure that ILF Scotland has the appropriate levels of security, access and permissions, education, training and awareness at all levels and work with key stakeholders, internal and external, to implement the emerging digital transformation strategy.

## **Main Duties**

### **Core (in approximate order of priority)**

- Leading the ICT Risk Management and Business Continuity Planning to ensure resilience against cyber-attacks and disruption of IT services
- Maintaining and enhancing the security posture of the operation through regular use of threat intelligence, security scans, penetration testing, internal audit and annual Cyber Essentials Plus re-accreditation
- Acting as a key member of ILF Scotland Incident Management and Response team and improving plans following disaster recovery exercises
- Maintaining the ICT Risk Register and being the Risk Owner for the Web Portal (which has a separate technical risk register)
- Managing and enhancing all staff and contractors compliance with organisational information security policies and operational practices
- Implementing security awareness training and metrics reporting for staff
- Creating and developing relationships with colleagues in Scottish Government and in particular the Security Operations Centre (SOC), Technical Strategy Group (TSG), Systems Management Group (SMG) and Digital Communications and Network Security (DCNS) to ensure systems documentation and operational compliance arrangements remain valid and current
- Preparing Business Impact Analysis (BIA) on new ICT projects and in particular cloud migration developments
- Communicating credibly with a wide range of internal and external stakeholders (including Scottish Government and our governance board)
- Managing Cyber Catalyst compliance and supporting the Cyber Resilience Framework development at National level, including the Cyber Incident Response Plan (CIPR) and Crisis Communications
- Managing Cyber Essentials Plus compliance

### **Secondary (in no order)**

- Being a member of the senior team with wider organisational management and decision making responsibilities commensurate with the grade of the post
- Improving performance and efficiency of line of business operations
- Third party liaison for all outsourced ICT services, including the new online web applications service and relationship with Scottish Government iTECS team
- Supporting the future development of a digital ecosystem of products and services to meet the needs of users, managers and stakeholders
- Interpreting user research in order to make the correct product decisions - noting that users do not always know what they want and that sometimes leadership on what needs to be in place is provided
- Developing the technical interfaces with the emerging Scottish Social Security Agency to enable real time data sharing services

### **Essential Criteria**

The post holder is expected to have:

1. A proven ability to provide leadership and development of the IT and Information security posture of an operation, including the ability to take ownership of the ICT Risk Registers, and all systems documentation which ensures compliance with a given security management system.
2. A proven track record of working and delivering in a fast-paced environment interrogating complex analytical and management information and preparing comprehensive reports to support robust decisions making.
3. Strong experience of creating and maintaining credible and confidence inspiring relationships with key stakeholders; working collaboratively with them to identify future needs and through co-production, deliver successful outcomes.
4. The ability to lead change and provide others with a sound basis for process or system development.
5. Experience of working on complex projects with the effective use of Project, Quality Assurance and Risk Management Principles to achieve objectives.

### **Competencies**

Analysis and Use of Evidence  
Improving Performance  
Communication and Engagement  
People Management

## **Qualifications**

It is expected that the individual will have a degree level qualification in computing or significant equivalent experience in managing IT operations

Due to the nature of the role, the individual is expected to have, or be prepared to work towards, an Information Security Management System qualification such as ISO 27001:2013 or ISO 15408 (Parts 1 & 2).

An understanding of BSI PAS 555:2013 (Cyber security risk – governance and management) is desirable, as is,

Certificate in Information Security Principles or Certificate in Information Security Management

A qualification in Project Management or recent experience in Agile Project Development is desirable but training will be given.

Any management training would be considered alongside specific IT skills the individual may have as the role is more management than technical

## **Minimum Time in Post and Development Opportunities**

The successful candidate will be expected to remain in post for a minimum of 2 years unless successful in gaining promotion to higher Band or Grade.

## **Provisional Dates**

Closing Date: Friday 27<sup>th</sup> September 2019

Interviews: Monday 14<sup>th</sup> October 2019

Recruitment Lead:

Paul Hayllor  
Head of Digital and Information Services  
ILF Scotland  
[Paul.Hayllor@if.scot](mailto:Paul.Hayllor@if.scot)

