JOB DESCRIPTION

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| **JOB TITLE** | ICT Cyber Security Risk Lead |
| **GRADE** | PO12 |
| **REPORTING TO** | ICT Cyber Security Manager |
| **JD REF** | CSUP0167P |

# PURPOSE

The ICT Cyber Security Risk Lead will be responsible for implementing, maintaining, and leading on Wirral’s ICT Security and Cyber Security risk management framework. Working with the ICT Cyber Security Manager, you will own and manage all cyber related risks for the council ensuring that risks are correctly identified, documented, and that treatment activities are being undertaken to ensure security and cyber risk is kept minimised.

# Main duties and responsibilities

1. Plan and conduct ICT security/cyber risk assessments for the council, providing recommendations where applicable.
2. Implement and manage a cyber/ICT security risk register for the council and ensure that risk treatment activities are being performed and relevant stakeholders are aware.
3. Be responsible for implementing the councils’ ICT and cyber security policies and standards, in collaboration with relevant stakeholders.
4. Ensure confidentiality, integrity, and availability of Wirral council’s information, systems, and services is maintained.
5. Implement a vendor assurance and supplier management framework to ensure supply chain risk is kept to a minimum.
6. Collaborate with the councils’ risk and information governance teams to assist in reduction of wider Information Security risks.
7. Lead on security compliance and certification submission activities such as Cyber Essentials, PSN compliance, ISO 27001, etc.
8. Create and maintain ICT/cyber security policies and standards.
9. Perform vendor scoring activities related to new system procurements.
10. Deputise for the ICT Cyber Security Manager where necessary.
11. Act as Cyber Risk SME for the council and provide advisory and consultancy to other areas of the business in relation to cyber risk.
12. Drive security improvement and awareness activities in collaboration with other teams in the Cyber security function.
13. May be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of ICT and Digital Services.

# ESSENTIAL Role specific knowledge, Skills AND EXPERIENCE

**Qualifications:**

* Degree in relevant discipline i.e Computer Science or Information Security.
* Hold professional security certification to either Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified in Risk and Information Systems Control (CRISC) or equivalent.

***Or;***

* Formal/accredited qualifications in information risk management, cyber, or information security.

**Knowledge & Skills:**

* Knowledge of different security frameworks and standards such as NCSC CAF, Cyber Essentials, ISO 27001.
* In-depth understanding of the Data Protection Act.
* Robust understanding of cyber security concepts, threats, controls and the practices adopted to maintain the confidentiality, integrity and availability of information systems.
* Strong written, verbal communication and presentation skills, working with all levels of seniority and disciplines within the organisation.
* Able to build credible and collaborative working relationships with peers as well as internal and external stakeholders.
* Strong communication and collaboration skills, dealing with fast-moving, complex scenarios supporting multiple initiatives and goals.
* A systematic and analytical approach to problem solving with the ability to communicate technical information to both technical and non-technical audiences.
* Good planning and organisational skills to prioritise to meet deadlines and cope with conflicting prioritises and demands.

**Experience:**

* Experience in auditing, risk management, or cyber security risk management.
* Understanding of cyber risks to organisations.
* Experience working with Enterprise Risk Management or Governance Risk and Compliance tools.
* Working with a range of reporting tools.
* Experience developing cyber related KPIs and KRIs
* Producing needs analysis reports and analytical written reports.
* Awareness of operational issues and pressures.

# DESIRABLE knowledge, experience and skills

**Qualifications:**

* Master’s degree in related discipline.
* Prince 2 Foundation.

**Experience:**

* Extensive experience working in ICT and within cyber security within a local authority setting.
* Advanced understanding and experience of computer networking, cloud infrastructure, digital tools and network connectivity.
* Experience in report writing, representing the council to wider stakeholders.

# ADDITIONAL INFORMATION

The postholder will be expected to attend industry conferences in person to keep on top of latest cyber risk trends and represent Wirral council as a leading secure organisation.

Due to the nature of the role, out of hours working is expected.

This role is hybrid with a mixture of home, remote and office working required.

**Approved By: Peter Moulton Head of ICT & Digital**

**Date Of Approval: 30/11/23**