

JOB DESCRIPTION

JOB TITLE:	Information Security Manager		
REPORTS TO:	Head of IT Operations		
DEPARTMENT:	IT	LOCATION:	Leeds

Purpose

To ensure that the business operates a secure and robust environment for the storage and processing of all data.

To be responsible for the business Information Security policies, procedures, controls and business continuity related process in support of banking and insurance industry regulations and guidelines, client contractual requirements, group or international regulations, standards or requirements and any other relevant regulations or requirements.

KEY RESPONSIBILITIES:

- Model company values in personal work behaviours, decision making, contributions and interpersonal interactions
- Line management responsibility for the group Information Security strategy, compliance and governance.
- Lead change management and risk management efforts relating to Information Security issues, including developing plans to ensure timely completion of projects.
- Ensure a stable, secure IT environment that responds to the needs of internal and external clients
- Ensure all IT systems and processes meet the required levels of information security, including authoring IS policies and processes for the ISO27001 plan and for PCI-DSS compliance.
- Responsible to ensure all IS incidents raised within the IT department follow our current ISO27001 policies and processes.
- Provide lead input into responses to external and inter-company Information Security audits, including the completion of written questionnaires, face to face audits, and the review of and feedback upon proposed commercial contracts.
- Assist with undertaking the annual DR testing process and producing associated documentation.
- Lead, conduct and document regular audits on security events and incidents as documented in the IS policies and procedures.
- Complete and implement all necessary steps to ensure the business complies with PCI-DSS regulations and re-certification.
- Drive continuous improvement efforts to improve business aligned security measures.
- Regular communication and proactive involvement with the IT and business senior management team to mitigate risks and ensure effective security management in line with agreed projects and costs
- Production of monthly management / project reports as required
- Ensure IT complies with all legal and professional requirements and regulations
- Act as the main go-between for the IT department and the Risk and Compliance business functions.
- Assist in adhoc projects, post merger and acquisition integration etc
- Continual development of industry / marketplace knowledge
- Travel across the group companies is a key requirement

Personal Qualities

- Proven senior IT management experience with a strong background in Information Security Management and Governance.
- Commercial awareness
- Excellent verbal and written communication, negotiation and influencing skills
- Credible, confident and articulate, with excellent communication and presentation skills and the capability to convey deliver issues clearly and concisely to internal and external stakeholders at all levels

of seniority

- A motivational leader, able to build consensus, but can provide clear direction as appropriate in a challenging, growth environment
- The ability to effectively communicate in all forms at all levels within an organisation with tact and diplomacy and balance differing interests
- Results orientated – able to focus on specific targets and demonstrate target achievement
- Tenacity – the ability to be clear and focussed on achieving the end result even when faced with repeated external obstacles.
- Ability to seek out new opportunities and develop through to fruition
- Effectively negotiate and influence key decision makers
- Strong analytical, judgement and decision making skills
- Ability to organise own time and prioritise workload
- Understands the clients' business and develops a partnership approach to problem resolution
- A team player, able to build collaborative and effective working relationships with clients and colleagues at all levels
- Is aware of personal development needs and raises issues with manager to help improve effectiveness. Takes on board comments about development needs and is always willing to learn

Technical Competencies

- Either Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP) qualifications or a significant level of experience of leading an IS function that has delivered a secure, robust, sustainable and cost-effective technology infrastructure.
- Demonstrable experience of successfully leading a business through IS compliance audits.
- A strong and demonstrable knowledge of the security aspects of network, hardware and software and technologies.
- Experience of legal/conveyancing, banking or insurance sectors.
- Experience of case management and workflow systems.
- A strong and demonstrable knowledge of PCI-DSS requirements and the ISO27001 standard and experience of working within a certified business including developing, documenting and implementing information security policies.
- Experience of working within a structured change control process.