# JOB DESCRIPTION

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| **JOB TITLE:** | Information Security Administrator |
| **REPORTS TO:** | **Information Security Manager** |
| **DEPARTMENT:** | **Information Security** | **LOCATION:** | **Leeds** |

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| **Purpose** |
| To assist with the delivery and maintenance of Information Security policies, procedures and controls, and business continuity related processes in support of conveyancing, financial services and insurance industry regulations, client contractual requirements and group or international regulations.To support a programme of internal audits and compliance monitoring, as well as assisting with remote or on-site external client/third party audits.   |
| **Key Responsibilities:*** Model Company values in personal work behaviours, contributions and interpersonal interactions.
* Provide security related advice and support across the business.
* Assist with the administration of the Information Security Management System (ISMS) and Business Continuity Management System (BCMS).
* Perform internal audits/compliance monitoring and provide security related assistance to external and inter-company Information Security audits, including the completion of written questionnaires, and face to face audits.
* Help drive continuous improvement in all aspects of information security.
* Production of monthly management / project reports as required.
* Continual development of industry / marketplace knowledge.
* Assist with the management and monitoring of continued compliance with relevant legislation.
* Travel across the group companies may be required.

Adhere to Conduct RulesYou must:* Act with integrity
* Act with due care, skill and diligence
* Be open and co-operative with the FCA, the PRA and other regulators
* Pay due regard to the interests of customers and treat them fairly
* Observe proper standards of market conduct

Personal Qualities* Effective verbal, written communication and influencing skills.
* Results orientated – able to focus on specific targets and demonstrate target achievement.
* Effective analytical, judgement and influencing skills.
* Ability to organise own time and prioritise workload.
* A team player, able to build collaborative and effective working relationships with clients and colleagues at all levels.
* Awareness 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* Knowledge of Security frameworks including ISO27001, PCI-DSS and data protection regulations.
* Relevant Information Security qualifications and/or experience.

Desirable* Experience of internal and/or external audits.
* Experience of legal/conveyancing, banking or insurance sectors.
* Experience of case management and workflow systems including structured change control process.
* Awareness of vulnerability management and risk assessments.
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Employee Signature ……………………………………………… Date ……………………………