

Directorate: Strategic and Corporate Services
Unit/Section: Infrastructure/Technology
Grade: KR8
Responsible to: ICT Compliance and Risk Manager

Purpose of the Job:

The ICT Security Support Officer supports the ICT Compliance and Risk team in technical security monitoring by analysing, identifying and handling threats detected within The Authority's ICT infrastructure to help protect The Authority against cyber attacks. This includes completing technical risk assessments and working with core suppliers to resolve vulnerabilities. This role will also help research and baseline appropriate security standards and compliance requirements in order to dictate The Authority's security architecture model.

Main duties and responsibilities:

- Monitor technical security information available to The Authority and appropriately analyse potential threats, escalating those that require action.
- Monitor the implementation of treatment plans and escalate where these are not implemented within agreed timescales to mitigate risk. Review technical documents to support the identification of risk factors in the Authorities technology and or methods of control to mitigate risk.
- Assist the team to develop technical security standards and guidelines appropriate to business, technology and legal requirements and in accordance with best professional and industry practice.
- Support technical compliance submissions for The Authority, including liaising with technical staff to implement required remediation work to ensure continued compliance to security standards as new and increased vulnerabilities are recognised.
- With discretion and whilst following instruction from responsible parties, extract technical logs and information for the purpose of investigations on KCC staff activity and ensure the information is fully understood by the teams responsible for the investigations.
- Identify threats to the confidentiality, integrity, availability, accountability and relevant compliance of ICT systems. Conduct risk and vulnerability assessments of business applications and computer installations in the light of these threats and recommends appropriate action to management.
- Provide basic security expertise to the organisation, including assessing and advising on requests for new technology such as software.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *ICT Security Support Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to degree level (in a relevant subject) or equivalent experience
EXPERIENCE	Experience of information security as part of degree or experience in a directly relevant field of ICT
SKILLS AND ABILITIES	<p>Excellent at analysing data and solving problems;</p> <p>Has experience in manipulating data within Spreadsheets and importing and exporting to/from various formats;</p> <p>Able to organize their own work;</p> <p>Effective liaison with business and technical managers;</p> <p>Ability to assess and/or quantify information risks;</p> <p>Ability to communicate technical issues effectively to non-specialists;</p> <p>Excellent written and verbal communicator.</p>
KNOWLEDGE	<p>Understand information security principles;</p> <p>Sound knowledge of enterprise Information Technology, principals and practices;</p> <p>Understands the principals of risk management.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p>

	<p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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