

Kent County Council

Job Description: *ICT Compliance Lead*

Directorate:	Strategic and Corporate Services
Unit/Section:	Infrastructure/Technology
Grade:	KR12
Responsible to:	ICT Compliance and Risk Manager

Purpose of the Job:

The Compliance Lead ensures that The Authority adheres to technical compliance requirements, preparing compliance submissions and monitoring implementation of recommendations to meet compliance. The role is responsible for creating and maintaining ICT Policies that adhere to The Authority's security, compliance, legislative, business and technical requirements.

The Compliance Lead is the point of contact for internal and external audit within the Compliance and Risk Team, liaising with suitable technical expertise and ensuring that auditors have the required information and that audit recommendations are managed and followed alongside other reviews. The role advises on technical aspects for internal Data Protection Impact Assessments and undertakes technical risk assessments to ensure that ICT systems are not a risk to confidentiality, integrity or availability.

Main duties and responsibilities:

- Prepare and 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. Ensuring a pragmatic approach is taken given the risks involved in implementing the remediation or accepting the risk.
- 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.
- Develop and manage information security policy, standards and guidelines appropriate to business, technology and legal requirements and in accordance with best professional and industry practice. Provide authoritative advice and guidance on the application and operation of all types of security controls and policy.
- Work with internal and external auditors to gather technical information related to the functions of the Technology Commissioning & Strategy Team, and issue formal reports of audit findings and recommendations (including monitoring actions) for risk reduction in The Authority's IT environment and review with line management as appropriate.

- 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.
- Provide technical guidance for Data Protection Impact Assessments and other requests for advice on ICT Compliance and Risk matters, providing advice and guidance on the application and operation of technical security and policy. This includes assessing and advising on requests for new technology such as software.
- Provide professional advice on complex and politically sensitive queries. Attend meetings, instigate and direct the resolution process, in order to inform decisions and prepare briefing notes for Members and senior officers.
- Provide expertise and extensive knowledge in specialist areas, working in partnership with senior management team in order to plan for emerging changes, strategies or initiatives within the organisation.

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

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Person Specification: *ICT Compliance Lead*

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	<ul style="list-style-type: none">• Educated to degree level or holds an equivalent professional qualification• Hold either CISA and CISSP qualifications
EXPERIENCE	<ul style="list-style-type: none">• Experience in Information Security Governance• Experience in a directly relevant field of ICT
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Operations Management – Proficient with methods, techniques and tools for planning, organising, resourcing, directing, co-ordinating and monitoring ongoing (non-project) activities• Conceptual Thinking - Acquiring understanding of the underlying issues in complex problems or situations by correctly relating these to simpler or better understood concepts, models or previous experiences• Oral and Written Expression - Communicating effectively by word of mouth and in writing

KNOWLEDGE	<ul style="list-style-type: none"> • Structured Reviews – Proficient in methods and techniques for structured reviews, including reviews of technical diagrams, test plans, business cases and any other key deliverables • Business Characteristics – Proficient in the functional structure of businesses and other organizations; their mission, objectives, strategies and critical success factors. Knowledge of organisational culture • Business Environment - Familiar with the business environment relating to own sphere of work (KCC and suppliers, customers and partners), in particular those aspects of the business which the team is to support • Technical Field – Expert in theory, current practice and latest developments in the relevant field of computer science, telecommunications, software engineering or information systems • Corporate Industry and Professional Standards – Expert in specific standards associated with the role
BEHAVIOURS AND KENT VALUES	<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>

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets