

Role: ICT Compliance and Risk Manager
Department: Strategy & Governance
Salary: From £46,000 per annum
Responsible to: Head of Strategy

Job Purpose:

We are hiring for an ICT Compliance and Risk Manager who will be responsible for ensuring policies, processes and procedures comply with regulatory and ethical standards by performing internal audits. Ensure Cantium Business Solutions are compliant with industry best practice standards, including but not restricted to ISO27001, ISO14001, ISO9001, NHS Data Security & Protection Toolkit and Cyber Essentials Plus. Communicate, establish and integrate best practice across Cantium.

Responsible for Risk Management developing and improving processes following Management of Risk (MOR) methodology and Three Lines of Defence (3LOD) model.

Subject matter expert advising the business on ICT risk, Information Governance and Data Protection

Main duties and responsibilities:

- Monitor compliance with laws, regulations and internal policies keeping up to date with changes in legislation, understanding how they apply to Cantium and raising awareness with Senior Management.
- Communicate regulations and best practice with Cantium staff, ensuring policies and processes are documented and regularly reviewed emphasising how non-compliance will impact the organisation.
- Contribute to robust and effective compliance controls within Cantium, investigate irregularities and non-compliance issues reporting back to business functions.
- Responsible for a programme of internal audit investigations ensuring that the organisation maintains compliance and feeding irregularities and areas of improvement into the Continual Service Improvement process.
- Maintain awareness of and co-ordinate response to all internal and external audits ensuring relevant staff are aware and respond promptly and efficiently applying any required improvements.
- Maintain the Risk Register ensuring all information / ICT, business, financial, operational, security and reputational risks are captured and escalated in accordance with the Cantium Risk Management Framework. Document and develop risk management processes raising staff awareness and ownership. Provide second line assurance of risk management as part of the 3LOD approach.
- Ensure all required policies, processes and procedures are created, regularly reviewed and updated accordingly.
- As subject matter expert for ICT / information governance and risk, support the business with ensuring effective information governance and management in line with Data Protection / GDPR requirements and Cantium policy. To include undertaking DPIAs / risk assessments, ongoing review of policies, ROPAs and privacy notices and delivering training as required.

Worrall House, 30 Kings Hill Avenue, Kings Hill Business Park, West Malling, Kent ME19 4AE
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Cyber Security and Risk Management responsibilities

- All members of the Cantium Executive and Operational Committees are accountable for ensuring the safety and integrity of the data held and processed across their specific service tower.
- It is your responsibility to ensure all security measures are implemented appropriately within your specific area, in addition to ensuring that all relevant processes and procedures are reviewed on a continual basis to comply with both Cantium policy and standards set by the ISO 27001, Cyber Essentials Plus and other standards as applicable.

Description of Business

The Company is dynamic and agile and is built on a new service culture based on 4 key principles;

- Fast
- Connected
- Insight Driven
- Customer-Led

The business model and people strategy build on these principles and will reinforce the company's reputation for delivering high quality back-office services to its customers.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Educated to Level 5 diploma or degree and / or relevant experience. • ITIL Foundation qualification or equivalent experience. • Management of Risk (MOR) Foundation or equivalent experience. • ISO Internal Auditor or equivalent experience. • GDPR Practitioner or equivalent experience.
Experience	<ul style="list-style-type: none"> • Experience of working in a medium size technical ICT team. • Experience of developing policy and process management standards. • Experience of producing high quality policy and process documentation. • Experience of leading internal and external audits to obtain certification. • Experience of managing department or business risks.
Skills & Abilities	<ul style="list-style-type: none"> • Proficient in methods, techniques and tools for planning, organising, directing, co-ordinating and monitoring ongoing activities. • Excellent oral and written communications skills; ability to adjust approach dependant on audience. • Ability to work to deadlines and prioritise workload using own initiative. • Ability to produce accurate documents and reports with excellent attention to detail. • Able to develop and establish strong positive relationships at all levels.

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Knowledge	<ul style="list-style-type: none">• Customer-focused.• Detailed understanding of the ITIL Framework and relevant industry standards including ISO27001, Cyber Essentials Plus and NHS DSPT.• Detailed understanding of information governance and data protection.• Knowledge and understanding of Management of Risk methodology and 3LOD model.• Proficient in the use of Office 365 applications.• Know how to fulfil audit requirements particularly ISO27001, ISO14001 and ISO9001. Be able to apply that knowledge to any other certifications Cantium may require.
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