



South Tyneside Council

BUSINESS AND RESOURCES

JOB DESCRIPTION

POST TITLE: Senior ICT Security Architect

GRADE: Senior Manager 1

RESPONSIBLE TO: Lead Solutions Architect

Overall Objectives of the Post:

The strategic development of the Council's cyber security function to maintain and enhance the security of the Council's ICT infrastructure, systems, digital services and data. This role will make a significant contribution to the successful delivery of the Council's Digital and ICT Strategy and the 20 year vision of making South Tyneside an outstanding place to live, invest and bring up families.

Key Objectives include:

- Leading on the development and delivery of cyber security within the Digital and ICT Strategy, road map and other plans.
- Providing advice and guidance on delivering and maintaining cyber security as part of the Council's emerging cloud strategy.
- Leading on the assessment of cyber security in all Digital and ICT procurements, developments and implementations.
- Optimising the use of the Council's existing cyber security tools and solutions and identify, implement and use new tools/solutions as required.
- Liaising with Information Governance and Security to ensure all relevant employee policies, training and awareness contribute to improved cyber security.
- Ensuring compliance with applicable external regulations and accreditations.
- Working with colleagues in Resilience and across the Council to maintain and delivery cyber incident response plans and business continuity plans (local and regional).
- Actively participating in regional and national cyber security groups and forums to develop capacity and expertise.

Key Tasks of the Post:

1. ***You will develop the use of cyber security tools and solutions to improve the security and resilience of the Council's ICT infrastructure, systems, digital services and data. You will:***
 - Lead on the review of existing solutions and the identification/assessment/procurement/implementation of new cyber security tools and solutions.
 - Use data and other outputs from new and existing tools to implement new or amended policies, procedures and controls to enhance and maintain cyber security.

- Maintain an awareness of current, new and emerging threats and develop and implement strategies and solutions to manage and mitigate them.
- 2. *You will contribute to the delivery of secure, resilient and compliant Digital and ICT solutions and infrastructure. You will:***
- Take the lead within the Digital and ICT Service on the preparation, completion and submission of external cyber security accreditations and regulations such as PSN. Work with other colleagues across the Council to ensure that all submissions are comprehensive and accurate and to maintain compliance at all times.
 - Work with third party suppliers ensuring that their systems and data held within are compliant, secure and resilient. Ensure that third party solutions pass relevant security tests such as Penetration tests conducted by accredited CREST and CHECK companies.
 - Work with colleagues within Information Governance and Security, external suppliers and external partners and agencies to maintain the security and resilience of the Council's ICT solutions and infrastructure.
 - Lead on the cyber security assessment of all new Digital and ICT procurements, developments and implementations.
 - Participate in regional and national cyber security activities and reporting to strengthen the Council's internal activities and planning.
 - Contribute to service and corporate risk and assurance activities as required.
- 3. *You will develop the Council's capacity to respond to and recover from cyber security incidents and other major disruptions. You will:***
- Develop and maintain cyber incident response plans and action cards in line with regional and national recommendations and best practice.
 - Play an active role in service and corporate business continuity, resilience and emergency planning activities and documents.
 - Provide advice and guidance to other Council services regarding the cyber security elements of their own disaster recovery and business continuity plans.
- 4. *You will make a significant contribution to the successful delivery of the Digital and ICT Strategy, road map and other plans. You will:***
- Lead on the development and delivery of cyber security with the Digital and ICT Strategy, road map and other plans.
 - Ensure cyber security is an active consideration in the Council's emerging cloud strategy.
- 5. *You will contribute to the continued development of the Digital and ICT Service. You will:***
- Act as an ambassador for the service at all times.
 - Actively promote the benefits of digital and ICT solutions to the Council, members, residents, service users, customers, partners and businesses.
 - Manage all allocated budgets effectively and identify opportunities to deliver savings and efficiencies from within the service and across the Council.
 - Play an active role in the leadership and management of Digital and ICT Services to deliver maximum benefit and value to the Council and the Borough. Contribute to the continued development and improvement of the service and Council and participate in service, corporate and external projects as required.

6. *You will ensure that data and information is managed securely and in line with internal and external requirements. You will:*

- Ensure that data privacy and information security are primary considerations in all activities.
- Ensure that there is full compliance with the General Data Protection Regulations (GDPR), all other relevant legislation and compliance standards, and internal policies and procedures.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CH/KDS

Date: 14/11/2019