



HM Prison & Probation Service

PS Job Description (JD)

PS Band 4

Directorate: Probation Service

Job Description: Regional Information Security and Assurance Lead

Document Ref.	PS JES 0116 Regional Information Security and Assurance Lead
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	21/12/22
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

PS Job Description

Job Title	Regional Information Security and Assurance Lead
Directorate	Probation Service
Band	4

Overview of the job	<p>The Regional Information Security and Assurance Officer (RISAL) sits within the Corporate Service function in the Probation Service region and reports directly to the Head of Corporate Services.</p> <p>They will have line management responsibility for Information Security related Project Officers within the region.</p> <p>The RISAL is the link between the Probation Service region and the HMPPS Information Security Team.</p> <p>The geographical base for the RISAL post can be flexible within their regional area and will require travel across the region and some work in London and other locations.</p>
Summary	<p>The RISAL is responsible for ensuring compliance across all Probation Service units within the region with all Information Security Policy Framework requirements and ensuring all quarterly and annual departmental returns are completed and submitted in an accurate and timely manner on behalf of the Regional Probation Director who is the Information Asset Owner.</p> <p>As the Subject Matter Expert, the RISAL will be required to lead investigations into all security incidents and breaches and report their findings and recommendations in full to the commissioning manager.</p> <p>The RISAL will chair and manage the Regional Information Assurance Committee and will have a seat on the National Information Management Programme Board chaired by the Business Strategy and Change Lead.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • As Subject Matter Expert, the RISAL will be the Lead investigator into information security incidents and data breaches. They will lead investigations into how incidents occur and report their findings to the commissioning officer and will give evidence when required, such as disciplinary hearings. The RISAL is responsible for ensuring all recovery actions, both for individuals and for the Service, following an incident are completed and that lessons are learned and shared to avoid future incidents across the region. They will update local policy and best practice guidance to reflect any lessons learned. The RISAL will also be the Regional Point of Contact for any investigations arising from the Information Commissioners Office (ICO). • The RISAL is responsible for adapting and regionalising the National Information Security Policy Frameworks into a robust and embedded local policy to deliver key milestones. Through collaboration and consultation with senior leaders across the region the RISAL will ensure the policy is implemented and embedded. The RISAL will be the driver, on behalf of the Regional Probation Director, for culture change around all aspects of the Information Security Policy Framework and Information Risk, delivering best practice. • The RISAL will routinely undertake compliance visits across all sites in the region and will be responsible for developing and managing the Regional Risk Register appropriately, managing any emerging risks providing assurance and escalating risk where required to Regional Probation Director or HMPPS Information Security. They will identify and agree any necessary recovery actions with the site lead and monitor progress through to completion.

- Cabinet Office commission completion of an annual information security compliance statement, (Departmental health check), across Government. The RISAL is responsible for ensuring the ongoing departmental health check is completed on behalf of the Regional Probation Director, within a timely manner as stipulated by HMPPS Information Security. The RISAL will be required to understand any areas of deficiency within the Region and implement a robust strategy to improve levels of compliance across the Region.
- Provide technical expertise to ensure the Regional Probation Director and Senior Leadership Team understand their responsibilities as Information Asset Owner and Information Asset Custodians.
- Provide a monthly status report on Security Incidents/Breaches, to the Senior Leadership Team, including trends and risks analysis and demonstrating actions and mitigations the RIASL has completed and any further required recommendations for controls and mitigating actions.
- Provide technical advice and guidance to Heads of Departments to ensure the correct information is gathered to develop accurate Information Sharing Agreements (ISAs) with 3rd party providers and charities. The RISAL will be responsible for approving all ISAs on behalf of the Regional Probation Director.
- The RISAL will have line management responsibility for any Project Officer resource in the region that has been allocated to the information assurance ambitions of the region. They will be responsible for oversight of their work, formal line management of individuals, management of capability and performance, development of individuals, and day to day supervision of project officers.
- Leading on a culture change programme in the Region to ensure a positive Information Management culture is embedded across the Probation Service region making all staff are aware of best practice and their individual responsibility for information security; the RISAL will employ a range of approaches including developing and issuing bulletins to highlight key messages on lessons learned and shared best practice and innovative strategies to maximise impact.
- Develop and deliver training and awareness sessions on Information Security and Information Risk Policies and/or best practice and lessons learned.
- As Subject Matter expert, the RISAL is required to have an in-depth and current knowledge of all MoJ/HMPPS Information Security and Risk Management policies, and National legislation, i.e. UK GDPR. This will also include in-depth knowledge and understanding of trends as identified by the Information Commissioners office (ICO) . The RISAL will also be required to understand the role of the National Cyber Security Centre (NCSC) and how they support the work of HMPPS and other government departments.
- Direct and drive the quarterly Regional Information Assurance Committee on behalf of the Regional Probation Director and attend the monthly National Information Assurance forum to represent their region, they will be responsible for disseminating information regionally and engaging with leaders across the region where there are actions to implement, including the RISAL updating their Local Information Security Policy Framework and, where applicable, the Regional Information Assurance Registers.
- Responsible for ensuring all required Information Sharing Agreements are in place and are recorded in the relevant systems. Own and maintain the ISA database for the region, undertaking routine quality assurance of the ISAs included on the database, providing reports to senior leadership team and HMPPS Information Security team as required and commissioned.
- The RISAL will be required undertake stakeholder engagement across HMPPS, MoJ, other Government agencies and 3rd party suppliers. This will be to ensure that data is being shared and managed appropriately.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.

Behaviours	<ul style="list-style-type: none"> • Delivering at Pace • Communicating and Influencing • Making Effective Decisions • Working Together • Leadership
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • IT proficient across the suite of MS Office applications • Excellent verbal and written communication skills • Delivery of presentations to staff groups and individuals
Experience	<ul style="list-style-type: none"> • Awareness and understanding of information management and security • Awareness of General Data Protection Regulations (GDPR) • Experience in analysing and interpreting data and information • Experience of writing reports and presenting data and information • Experience of presentations to staff groups and individuals • Working with internal and external stakeholders
Technical	<ul style="list-style-type: none"> • Post holders will be required to undertake the following external training as part of this role: <ul style="list-style-type: none"> - UK GDPR Practitioner - Records Management - Information Assurance for Small and Medium enterprises.(IASME) governance - ISO 2700 1 internal auditor
Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.

Hours of Work (Unsocial Hours) Allowances	
--	--

Success Profile

Behaviours	Strengths <small>It is advised strengths are chosen locally, recommended 4-8</small>	Ability	Experience	Technical
-------------------	--	----------------	-------------------	------------------

Delivering at Pace		IT proficient across the suite of MS Office applications	Awareness and understanding of information management and security	Post holders will be required to undertake the following external training as part of this role: <ul style="list-style-type: none"> - UK GDPR Practitioner - Records Management - Information Assurance for Small and Medium enterprises.(IASME) governance - ISO 2700 1 internal auditor
Communicating and Influencing		Excellent verbal and written communication skills	Awareness of General Data Protection Regulations (GDPR)	
Making Effective Decisions		Delivery of presentations to staff groups and individuals	Experience in analysing and interpreting data and information	
Working Together			Experience of writing reports and presenting data and information	
Leadership			Experience of presentations to staff groups and individuals	
			Working with internal and external stakeholders	