

Job Description: Information Security Manager



Function:	Sodexo Justice Services
Job:	Information Security Manager
Position:	Information Security Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Andrew Manning - Head of Technical Operations Custodial
Additional reporting line to:	Tony Simpson - Director of UK Custodial Operations - Justice Services
Position location:	

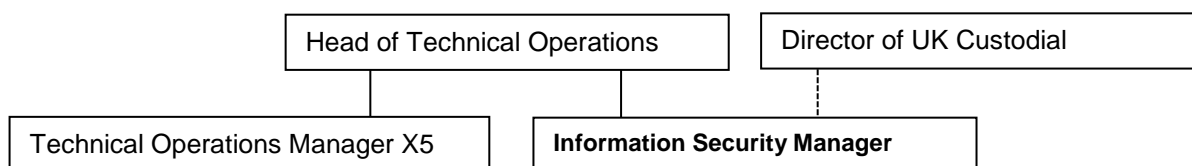
1. Purpose of the Job – State concisely the aim of the job.

- The purpose of this role is to lead the information security approach for the custodial side of the justice business.
- As well as this the holder of this role will be expected to deliver & maintain ISO27001 & Cyber essentials plus certification for all custodial sites
- As well as acting as the main point of contact for information security/assurance issues

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region	Workforce	tbc
		EBIT margin:	tbc							
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc	
		Cash conversion:	tbc							
Characteristics		<ul style="list-style-type: none">▪ Regular travel across the country to cover the 5 custodial sites as well as to attend MoJ/SPS meetings								

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Setup manage and maintain the custody ISMS
- Ensure achievement and maintenance of relevant info sec certifications, currently these are ISO27001, Cyber essentials plus and the MoJ accreditation of HMP Northumberland
- Lead on security engagements with the MoJ

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Lead the current drive to obtain ISO27001 & Cyber essentials plus certification for all custodial sites
- Ensure appropriate handling and management of security incidents, problems and changes
- Conduct routine data protection audits and co-ordinate ongoing learning across staff and contractors
- Report on information security incidents, and present data protection reports to the security working group
- Define, document and implement security policies for custody, working to develop the ISMS
- Review processes currently in place against all relevant legalisation (GDP, PSO's & PSI's) and ensure the justice custody business adheres to these
- Managing and maintaining the ISMS document set
- Running regular audits of the activities within each site to ensure they conform to the agreed standards
- Tracking the status of preventative and corrective actions
- Facilitating the Security working group (SWG) meetings
- Feeding KPI information to each SWG to ensure the groups decisions/priorities are aligned to the risks facing the business
- Ensure training & awareness is driven within the site.
- Developing and updating the Information security training package after any major incidents or legislative changes and at least once per year

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- ISO27001 and Cyber Essentials Plus certification is obtained within 1st 12 months and maintained once achieved
- All information security incidents are managed and reported on
- The Information security objectives agreed by the Security working group are met as agreed
- Regular Vulnerability assessments are to be designed and run
- Manage penetration tests and security assessment/audits
- Work with the wider IS&T team to help mitigate identified risks.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Graduate calibre
- Able to identify information risks and the commensurate controls
- Able to articulate security advice, and explain directly to stakeholders of varying levels
- Aware of architectural frameworks and experience in applying security principles to projects
- Knowledge and practical use of ITIL v3 guidelines especially as they apply to Information Security
- Experience of implementing information security risk systems, performing risk assessments and developing risk treatment plans

- High-level of IT literacy with direct experience of working with data security applications, systems and solutions.
- Ability to get things done without direct authority over a team. Good negotiating and influencing skills. Capable of communicating effectively at all levels in both written and oral presentation.
- Experience of providing training and guidance around data security issues, to staff with varying abilities.
- Expert knowledge and practical experience of data protection law specifically GDPR.
- Desirable: Qualified ISO27001 lead auditor, Certified Information Security Manager (CISM) or Certified Information Systems Security professional (CISSP)

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client and Customer Satisfaction, Quality of Services Provided
▪ Rigorous Management of Results
▪ Leadership and People Management
▪ Innovation and Change
▪ Focusing on client and customer
▪ Strategy and Implementation
▪ Delivering Stretched results
▪ Business and financial acumen
▪ Building people competitiveness
▪ Leading for excellence
▪ Intellectual agility and eagerness to learn
▪ Personal and influencing skills
▪ Driving for change

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			