ROLE PROFILE

Role Title	Information Assurance and Risk Manager	*Reporting to*	Head of Information Management
Section	Information Management	*District/Department*	Digital Policing
Tenure		*Rank/Grade*	POC

Part A – JOB DESCRIPTION

Overall purpose of role	Responsible for the effective and efficient management and development of customer focussed Information Assurance and Information Security (Data Protection Principle 7 and 8 or equivalent) functions in order to reduce/eliminate risk. Responsible for the development and implementation of policies and strategies which, in line with legislation and national standards, also develop service provision and standards to support corporate and departmental business plans.

Key outputs for role –

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.

2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.

3. Support the Head of Information Management in the development and delivery of Information Assurance and Security Strategy for the force, assisting in scanning to identify emerging threats to ensure the Confidentiality, Integrity and Availability to force information in line with legislation, national standards and best practice, and the preparation of reports, deputising where necessary.

4. As subject matter expert, produce and promote Information Assurance and Security policies, procedures and guidance, ensuring effective and efficient use of resources and facilities, in line the security and cross border transfer principles of Data Protection legislation, HMGovt Security Policy Framework (SPF), HMGovt Information Standards the ACPO Community Security Policy, and APP Information Assurance and GSC. Represent the force as necessary at local and regional level. Form a centre of excellence offering expert advice and guidance in relation to the information assurance and security aspects of Data Protection Impact Assessments, Privacy by design, Security Incidents, physical security, collaboration, procurements, Information sharing (DPC, ISA, Systems access), Information Asset register, owners and assistants.

5. Manage a customer focussed Information Assurance and Security Service with documented standard operating procedures, within an effective performance management framework, ensuring the effective identification, recording, monitoring and treatment of Information risk throughout the force.

6. Manage the submission and collation of Information Asset Owner quarterly returns, including reality testing, and the subsequent specialist advice, guidance and support including where information risk is identified

7. Responsible for the management, review and maintenance the Force Information Risk Register, including new and emerging risks. Manage and coordinate associated activities including assessments, risk treatment plans, and risk balance cases, ensuring proportionate and timely escalation and reporting via IASG and IAB.

8. Responsible for the management of the Information Asset Register, ensuring documentation to meet the requirements of Data Protection legislation.

9. Ensure the provision of timely and accurate information for submissions/returns to national bodies as necessary, including Risk Management Accredited Document Sets (RMADS), security incident submissions to Home office, information for Government and Information Risk Return, Code of Connection and PSN accreditation, and for the Head of Information Management in the preparation of correspondence for the Information Commissioner's Office.

10. Work closely with stakeholders; Digital Policing in relation to technical information security, Data Protection and Disclosure Manager and Records and MOPI manager to provide information assurance and security support to assist in fulfilling their role and offering resilience where necessary, and Evolve Project Manager, looking for

patterns to identify training, guidance or audit needs, and providing information/data to support continuous improvement, improve productivity and value for money, and training and awareness.

11. Lead, motivate and develop staff within the Information Management Portfolio, providing clear direction, support and encouragement to ensure their professional development.

Dimensions *(Financial/Statistical/Mandates/Constraints/No. of direct reports)*

- Directly responsible for the work of information assurance and staff with 3 direct reports.

- Responsible for providing expert advice to customers in relation to Force/National policy standards.

- Be a member of Programme, Project Board and user group meetings as and when required provide professional advice and support in relation to information assurance. Attendance at IASG and IAB.

- Key contributor towards Force information systems security and compliance which is critical for ongoing operational policing.

- Represent the Department at a local and national level as required, promoting the work of the Department and providing relevant and appropriate information.

Work/Business contacts

Internal: Police Officers and Police Staff at various levels in Districts and Departments, Chief Officer Team, Directors, Heads of Departments, District Commanders, Staff Associations and Trade Union Officials,

External: Home Office, HMIC, NPCC, Other Forces. Partner agencies, ICO, OPCC, Manufacturers, contractors and suppliers.

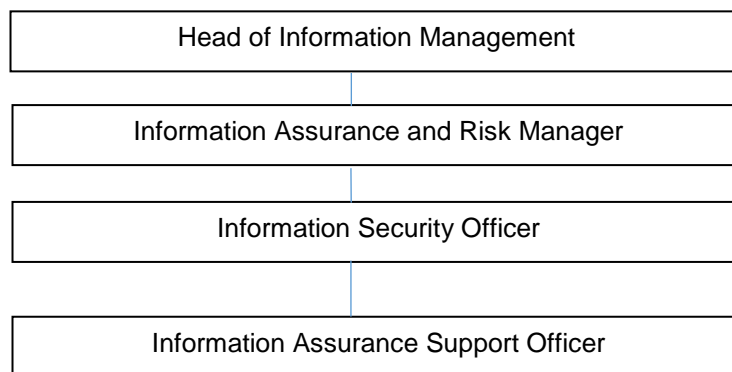| **Expertise in Role Required (At selection - Level 1)**	**Essential or Desirable**
- Degree or equivalent qualification in a relevant Information Assurance/Security subject, specialist qualification in this area or proven recent relevant experience in an organisation of similar size and nature.	Essential
- Proven knowledge and experience of Information Security Standards, such as Data Protection Act 1998 Principle 7, HMG Security standards and supporting good practice guidelines	Essential
- A relevant management qualification, or relevant recent experience in managing, leading and motivating staff	Essential
- Proven knowledge/experience of risk management methodology application	Essential
- Experience of writing detailed reports	Essential
- Experience of the development and implementation of policies and procedures	Essential
- Good communication and stakeholder management skills	Desirable
- Has knowledge and experience of successfully managing projects	Desirable
Other (Physical, mobility, local conditions)	
- Has a full current UK/European driving licence or has the ability and willingness to travel for business purposes	Essential
- Has access to a motor vehicle and is prepared to use it for business purposes	Desirable
- Prepared to work flexible hours to suit the requirements of the Unit.	Essential

---

Expertise in Role - After initial development - Level 2

- Experience of implementing and maintaining information assurance best practices

- Detailed knowledge of the organisational infrastructure and data flows of West Yorkshire Police and NPAS

- Has established effective working relationships with key stakeholders and customers

- Ability to sign off RMADS

Structure

```
┌─────────────────────────────────────────┐
│      Head of Information Management       │
└─────────────────────────────────────────┘
                    │
┌─────────────────────────────────────────┐
│   Information Assurance and Risk Manager  │
└─────────────────────────────────────────┘
                    │
┌─────────────────────────────────────────┐
│        Information Security Officer        │
└─────────────────────────────────────────┘
                    │
┌─────────────────────────────────────────┐
│    Information Assurance Support Officer   │
└─────────────────────────────────────────┘
```

PART B – COMPETENCIES & VALUES

Competency and Values Framework –
http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 2- Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is seen as an expert in Information Assurance and Security and can advise on a range of issues.

- Has developed a customer focus team of staff that is performance driven and supporting operational policing.

- Has represented the Force at local and regional levels in the specialism.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Management Vetting and SC Level
Date accepted as a role profile	23/11/17