

Role Profile

Role Details

Role Title	Apprentice Deputy Security Advisor
Pay band	Band 6/Civil Service Grade EO
Business unit	Risk
Reporting to	Security Advisor
Date produced or updated	

Purpose of Role

To support the Security Advisor/Senior Security Advisor (SSA/SA) with the implementation, continual improvement, embedding and promotion of a strong security culture within NS&I. (people, processes, premises & technology).

To act as a security support in reviewing the outputs of the information security programme and escalating issues appropriately to the SSA/SA.

Act as a security professional, championing and sharing best practice through the community and embedding government security culture within NS&I across technology.

The role holder will also be required to provide assurance that solutions, including those developed by our delivery partners meet security standards. (including B2B) and provide Subject Matter Expert advice within NS&I on all technical security related matters.

The role will require travel to other NS&I sites and 3rd parties as and when required.

Key responsibilities

Corporate Business

- Assist the Security Advisor in drafting the monthly Governance reports.
- Assist in the preparation of the Annual Security return (DSHC) to Cabinet Office.
- Provide guidance to NS&I colleagues on technical security related matters.
- Support the Security Advisor with the assessment of the 3rd Party suppliers.
- Support the Security Advisor with the identification and mitigation of security related risks.
- Work with our phishing supplier to develop realistic test campaigns.
- Assist with providing data and information to the Senior Security Adviser to help inform senior management of security risks;
- Acting as a security professional, championing and sharing best practice through the community and embedding government security culture within NS&I, across technology, operations and suppliers.
- Complete the fieldwork for the annual Departmental Security Health Check (DSHC) and develop any remediation plans following the assessment ensuring that identified weaknesses are addressed with appropriate solutions.

Outsourced Business

- Assist with preparation and execution of regular security (including cyber security) scenario exercises, to test incident response plans.
- Provide subject matter expertise with the assurance of ISO27001 certification and cyber essentials for all outsourced partners.

Change

- Support the Security Advisor in reviewing solutions and documenting acceptance criteria for projects within the Change programme, to provide Assurance that our contractual and emerging security standards are met.
- Support the Security Advisor with the assessment of Business as Usual change proposals to ensure compliance with security standards.

Audit

- Provide assistance to internal and external auditors as required to ensure that key issues are fully investigated.

- Implement any changes required as a result of any internal audit activity following consultation and approval from the Security Advisor.

General

- Deputise for the Deputy Security Advisor as and when required.

Relationships

Please list the jobs and areas with which the post interacts. This should show internal and external relationships.

Internal	External
Risk Director	Atos Security Assurance Manager
Senior Security Advisor	Atos Client Security Manager
IS Assurance Manager	Atos Executive Security Consultant
IS Assurance Officer	Atos Service Management Team
Property Manager	Atos Risk & Assurance Team
ICT Assurance Manager	B2B clients
Security Advisor	External Audit
NS&I Communications & Media Team	
HR Business Partner	
NS&I Senior Management	
Information Security Working Group	
Internal Audit	

Person specification

Essential qualifications, experience and technical knowledge

Essential qualifications

- A-Levels or Equivalent
- GCSE Maths and English at Grade C or Grade 4 or equivalent

Desirable qualifications, experience and technical knowledge and skills

- Previous experience of Public, Private Partnership or relationship management.
- Degree in computer science or related subject
- HMG Security Policy Framework (SPF) and CESG policy portfolio.
- Demonstrate an awareness of security threats, legislative and regulatory standards, industry framework and best practices.
- Knowledge of ISO27001

Civil Service Success Profiles Behaviours- Level 2

Making Effective Decisions

Take responsibility for making effective and fair decisions, in a timely manner. Analyse and research further information to support decisions. Talk to relevant people to get advice and information when unsure how to proceed. Explain how decisions have been reached in a clear and concise way, both verbally and in writing. Demonstrate the consideration of all options, costs, risks and wider implications, including the diverse needs of end users and any accessibility requirements.

Communicating and Influencing

Communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximise understanding and impact. Encourage the use of different communication methods, including digital resources and highlight the benefits, including ensuring cost effectiveness. Ensure communication has a clear purpose and takes into account people's individual needs. Share information as appropriate and check understanding. Show positivity and enthusiasm towards work, encouraging others to do the same. Ensure that important messages are communicated with colleagues and stakeholders respectfully, taking into consideration the diversity of interests.

Working Together

Encourage joined up team work within own team and across other groups. Establish professional relationships with a range of stakeholders. Collaborate with these to share information, resources and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives.

Developing Self and Others

Identify capability gaps for self and team. Ensure development objectives are set and achieved to address any gaps and enable delivery of current and future work. Take time to coach, mentor and develop other colleagues to support succession planning. Promote inclusiveness by respecting different personal needs in the team and use these to develop others. Reflect on own work, continuously seek and act on feedback to improve own and team's performance.

Delivering at Pace

Regularly review the success of activities in the team to identify barriers to progress or challenging objectives. Identify who and what is required to ensure success, set clear goals and areas of responsibility and continually assess workloads considering individual needs. Follow relevant policies, procedures and legislation to complete your work. Ensure colleagues have the correct tools and resources available to them to do their jobs. Have a positive and focused attitude to achieving outcomes, despite any setbacks. Regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary. Ensure that colleagues are supported where tasks are challenging.