

## **JOB DESCRIPTION**

<b>ROLE:</b>	Information Security Manager
<b>REPORTING TO:</b>	Head of Information Security
<b>ROLE SUMMARY:</b>	Managing down risks and delivering Information Security Projects
<b>LOCATION:</b>	London based with regular site visits
<b>TO APPLY:</b>	<a href="#">Information security manager in East London (E1)   Smartdesc - CWJobs</a>
<b>CLOSING DATE:</b>	5 <sup>th</sup> July 2021

### **ABOUT SMARTDESC**

Smartdesc are a modern and innovative IT Managed Services Provider (MSP) delivering a wide range of IT and Consultancy services to charities and non-profits in the UK. Our staff are split across two countries, the UK (mainly London) and Greece. On-site and project delivery services are run from the UK, with 1<sup>st</sup>, 2<sup>nd</sup> and some 3<sup>rd</sup> line technical support being delivered from our Greek office near Thessaloniki.

Smartdesc focus on delivering services to an extremely high quality, efficiently, and affordably. This has driven our success. Since incorporation in 2012 we have grown to nearly 50 staff and are projected to have a £3M turnover in our current Financial Year.

Staff who choose to work for Smartdesc are of the highest quality, and one of the main reasons for our success. We invest heavily in our staff development which leads to a very high staff retention rate of 98%.

### **OUR VALUES**

This is what is important to Smartdesc and how we work;

- Be led by the Customer mission
- Collaborate fast & efficiently
- Care about people
- Innovate & Improve
- Love problem solving
- Take responsibility, show initiative & act with integrity

### **WHY PEOPLE CHOOSE TO WORK FOR SMARTDESC**

- ✓ Fast, long-term career development. Smartdesc invest in our staff through training, both e-learning (Pluralsight), qualifications, an annual personal development plan (PDP), mentoring, and a strong support framework from colleagues, managers and HR. We want our staff to evolve and grow with the company and be with us on the journey
- ✓ Technology. Smartdesc work hard to lead our competitors in bringing new technologies to market. Staff at Smartdesc are exposed to the latest technologies so they can understand and share the benefits of those technologies with our customers
- ✓ Wellbeing. Smartdesc invest in Workplace Wellbeing and are aligning to the Mind Workplace Wellbeing Index (<https://www.mind.org.uk/workplace/workplace-wellbeing-index/>)
- ✓ Benefits. Smartdesc pay good salaries with reviews at least each year based on performance and meeting PDP goals.
- ✓ Transparent approach: staff are provided with clear and fair KPIs on how their performance will be measured, and how they measure that of their colleagues. We encourage learning proactively and ensure that mistakes are similarly an opportunity to learn
- ✓ Responsibilities: we encourage staff to develop their responsibilities and work independently and proactively, with their support network available when required
- ✓ Flexible working: staff are given the freedom to work flexibly, blending home and office time as they wish (*note – increased work from home arrangements are in place during the COVID-19 pandemic*).

### ROLE SUMMARY

Smartdesc is a successful company that is growing; your team will grow with you and it is a fantastic opportunity to play a key role in growing and shaping our IS Practice into a sector-leading one. You will be reporting directly to and working closely with the Head of Information Security (IS), working with the Security and Data Protection team for our customer base.

This is a varied and hands-on role; you will deliver a variety of security projects, including helping our customers to implement security controls, assessing against the Cyber Essentials certifications, conducting audits and improving the security position for the organisations we work with.

This role will be customer facing, requiring good communication and a keen eye for detail, with a proven ability in delivering Information Security good practice.

### KEY RESPONSIBILITIES

- Manage the InfoSec team (currently 2.5 staff) day to day, ensuring baseline Security Controls are in place for all customers
- Developing an enhanced security offering, discussing with customers steps that they can take to further improve and harden their security position
- Managing Security Incident Response: owning response to security incidents
- Facilitating Cyber Essentials / Plus gap analysis and certifications for customers
- Conducting Information Security audits and delivering the findings to key stakeholders
- Collaborating closely with the Head of Security to continually assess current security practices and systems and identifying areas for improvement or opportunity
- Carrying out internal audits to ensure that security controls are effective within Smartdesc
- Sharing reports on Information Security KPIs as part of regular customer reporting cycles
- Inputting to customer communications around emerging threats and the general cyber security landscape, helping raise awareness and educate customers on their importance
- Scheduling and coordinating the execution of regular Vulnerability Scans for customers
- Carry out other security related duties and administration as required.

### PERSON SPECIFICATION

- Knowledge and experience with technology, security and DP related compliance, legal & regulatory frameworks and standards, including Cyber Essentials, ISO27001, PCI DSS, OWASP, GDPR etc.
- Ability to demonstrate expert knowledge and understanding of information security good practice
- Experience in working with technical and non-technical business personnel at various levels, articulating security risks in a manner appropriate to the stakeholders
- Previous experience in delivering security awareness related activity
- Previous experience in third party assurance activities
- Strong attention to detail
- Knowledge of Information Security principles and concepts and knowledge of technical security controls such as antivirus and firewalls
- Well organised, proactive and has excellent troubleshooting skills
- A positive can-do attitude and a self-starter who can work under their own initiative.
- Should be able to work independently but always be comfortable working in a team environment with the Information Security team
- Information Security certifications such as CISSP or OSCP are beneficial.