

JOB DESCRIPTION

ROLE:	Information Security Manager
REPORTING TO:	Head of Information Security
ROLE SUMMARY:	Managing Information Security for Smartdesc Customers
LOCATION	London based with regular site visits
DATE CREATED:	16 th Jun 2022
SALARY:	£70k - £90K

ABOUT SMARTDESC

Smartdesc are a modern and innovative IT Managed Services Provider (MSP) delivering a wide range of IT and Consultancy services to private companies and charities in the UK. Our staff are split across two countries, the UK and Greece. On-site and project delivery services are run from the UK, with 1st, 2nd and some 3rd 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 over 65 staff and are projected to have a £5M 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 in our staff 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), labs, and exams, 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.
- 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/>).
- 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.
- Hybrid working: staff have the option of working at home for part of the week alongside working from the Smartdesc office in London and at Customer sites.

JOB DESCRIPTION: Information Security Manager



ROLE SUMMARY

As the Smartdesc Information Security Manager, you will be working with the Information Security team and technical delivery team to deliver security solutions to our customers.

You will identify and oversee a variety of security projects, including helping our customers to implement security controls, assessing against industry good practice, creating assessment reports to deliver to Senior Leadership Teams and improving organisations security position.

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

KEY RESPONSIBILITIES

- Identifying steps that organisations need to take to improve their security position and supporting them through the process.
- Alignment of good practice frameworks and standards such as Cyber Essentials, NCSC Ten Steps and ISO 27001.
- Ownership of key Information Security processes and procedures.
- Implementation and ownership of an Information Security Risk Management programme.
- Identifying and managing remediation actions to reduce risks.
- Ownership of Information Security Policies.
- Development and Implementation of an Information Security Training and Awareness program.
- Raising, investigating and managing IT Security incidents ensuring any necessary follow up actions.
- Providing IT security support to business functions for IT infrastructure and IT Service Desk.
- Development and ownership of the Information Security Internal Audit programme.
- Oversight of a rolling programme of security tests, reviews and audits.
- Writing Information Security reports and delivering the findings to key stakeholders.

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.
- Strong attention to detail.
- Knowledge of Information Security principles and concepts and knowledge of technical security controls.
- A positive can-do attitude and a self-starter who can work under their own initiative.
- Information Security certifications such as CISSP or CISM are beneficial.

APPLICATIONS

As per the online advertisement application procedure.