



Information Security Manager

Closing Date: Wednesday 29th November 2023, midday

Expected Interview Date: W/C 18th December 2023

Recruitment Reference:

HES/23/267

Starting Salary:

£36,418 per annum

Salary Range:

£36,418 – £41,866 pro rata
per annum

Pay Band:

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Directorate:

Finance and Corporate
Services

Location:

Longmore House,
Edinburgh (hybrid working
available)

Line Manager:

Andy Sharp, Lead
Information Security
Manager

Contract Type:

Permanent

Working Hours:

Full time – 37 hours per
week

Thank you for your interest in the post of Information Security Manager with Historic Environment Scotland (HES), based at Longmore House. This is a permanent and pensionable appointment.

This is a great opportunity to work in a senior role within the Information Management Team to help ensure that all data and information is secure, regardless of the format it takes, for HES. Your responsibilities will include regularly reviewing our security measures, ensuring that adequate safeguards are in place to protect existing data and information and promoting transparency to safeguard employees and stakeholders.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.



Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation

Overview of the post and information about the team

Information management refers to the planning, organising, structuring, processing, controlling and evaluation of all records and information activities for a business. The role sits within the Information Management Team. The team provides oversight and support for all of the information management activities in Historic Environment Scotland (HES) and provides the governance framework around which the information is managed.

The team is responsible for all aspects of information management and information legislation within the organisation including Public Records (Scotland) Act 2011, Data Protection Act 2018, Freedom of Information (Scotland) Act 2002, and Environmental Information Regulations (Scotland) 2004. HES is an information rich organisation, and the team seeks to assist in identifying and maximising the opportunities afforded to the organisation from that information. This role supports the Information Security function within the Information Management team. The team are responsible for ensuring the Confidentiality, Integrity and Availability (CIA) of HES Information and their job is to align HES to best practice such as ISO27001.

As Information Security Manager, you will play a vital role in ensuring the security and integrity of HES information. You will provide expert advice and services to the organisation to help create and drive a culture within HES that not only values the security of our information but understands both its sensitivities and the risks facing it.

You will be in a visible role engaging and working positively and constructively with colleagues and senior leaders across the organisation. You will be required to work closely with IT colleagues in ensuring technologies, policies and processes are of the required standard.

Whilst the team are based in Longmore House, Edinburgh, the team largely operate through hybrid working, with the expectation that you would attend Longmore House on occasion based on business requirements.



Key responsibilities, duties and objectives

- Supporting the general activities of the Information Security Team to ensure we meet the organisation's regulatory, framework and strategic objectives.
- Managing the annual HES compliance exercise in line with the Payment Card Industry – Data Security Standard (PCI-DSS).
- Developing, co-ordinating and implementing the business continuity management (BCM) strategy, processes, guidance, testing/training and ensuring the effective & efficient implementation and application of business continuity at all levels across HES.
- Delivering the annual mandatory eLearning Information Security Awareness training for all HES staff by reviewing and re-writing as appropriate to ensure compliance with HES requirements. Thereafter ensuring that completion rates are at an acceptable level and escalating appropriately to ensure completion.
- Maintenance of HES Information Security Policies and other select Information Management policies.
- Supporting the team's engagement with staff from across the organisation to:
 - Support compliance with standards including PCI-DSS, Business Continuity and Cyber Essentials Plus
 - Support colleagues in managing their information in the most efficient manner
 - Maximise the value of their information.
- Assisting with the management of the Information Security Risk Register and the escalation of risks in-line with the HES Risk Management Policy.
- Managing the Information Security element of any information related incidents and/or investigations.
- Staff management for two members of staff within the Information Security Team.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork – Contributing to and supporting working together
- Planning and Organising – Putting plans and resources in place to achieve results
- Communication – Communicating appropriately and clearly
- Knowledge & Expertise – Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Management Competencies:

- Achieving results – Focusing on the delivery of objectives
- Leading your team/project/task – Focusing on leading a Team/Project/Task or developing people.



Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Demonstrable experience of working in an information management focused role
- Knowledge of both Information Security and Business Continuity best practice and international standards such as ISO27001 and ISO22301
- Experience of developing and implementing operational policies, ensuring corresponding controls are in place and of driving operational policies and processes across business units
- Ability to build and maintain positive working relationships and be able to influence colleagues, including Senior Management, to effect positive change
- Ability to plan, organise, provide leadership, and get the best from people in pursuit of business objectives in a team environment
- Experience of information security related incident management

Desirable requirements:

- Previous experience of PCI Data Security Standards, Cyber Essentials or similar information security standard
- Demonstrable knowledge and experience of information risk management and information assurance
- A broad knowledge of information security regulation and best practices e.g. Data Protection Act, GDPR, Freedom of Information (Scotland) Act, European Network Information Security (NIS) Directive, OWASP Top 10 etc
- Demonstrable experience of project management
- Knowledge and experience of IT systems and security

Qualifications & Professional Memberships:

- [SCQF Level 10](#) qualification in an Information Management related subject or equivalent demonstrable experience of working in an information management focused role – **Essential**



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, an excellent pension, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply online by visiting our website at <https://applications.historicenvironment.scot/>

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role.

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form or require this document in a different format, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will assist you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Andy Sharp, Lead Information Security Manager via email at andy.sharp@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland