

## **JOB DESCRIPTION**

<b>Directorate:</b>	Executive Directorate
<b>Division:</b>	ICT and Corporate Services
<b>Post No &amp; Job Title:</b>	C74 ICT Cyber Security and Surveillance Officer
<b>Grade:</b>	Grade 9
<b>Responsible to:</b>	ICT Service Delivery Manager
<b>Responsible for:</b>	No responsibility for employees.
<b>Main purpose of the job:</b>	To be responsible for protecting the Council from cyber-attacks, by ensuring all ICT assets are security patched, and systems maintained and fully up to date.  To act as the single point of contact (SPOC) in relation to Council-owned surveillance systems offering advice and assistance in relation to departmentally owned surveillance systems.

### **Main Duties and Responsibilities:**

#### Cyber Security

1. Maintaining physical security and good order in Data Centre and ICT working environments, ensuring sensitive ICT areas are kept secure with door access controls and surveillance where appropriate.
2. Maintain information security through equipment data wiping, ensuring disposals are dealt with in an appropriate manner to protect against data loss including configuration wipes of any infrastructure equipment.
3. Maintain the password, user access and change control procedures ensuring appropriate documentation has been completed and sign off attained.
4. Manage administrative privileges in line with ICT policies.
5. Prepare monthly and annual reports on cyber security related incidents.
6. Be responsible for conducting regular internal and external security scans, and remediation for all discovered vulnerabilities in a timely manner
7. Conduct security and risk audits of the Council to ensure all process and procedures are being maintained and followed.

8. Managing change control within an ITIL framework.
9. Create and amend necessary support documentation to ensure known errors and troubleshooting guidance is recorded, assisting colleagues in resolution of ICT issues and ensuring a foundation of appropriate technical knowledge is maintained.
10. Maintenance of technical procedures to ensure they are current and remain fit for purpose.
11. Ensure the Council implements all security controls required to meet security standards such as PCI-DSS, Code of Connection, and ISO 27001.
12. Review and validate security documentation, including the system security requirements definition and System Security Plans.
13. Provide guidance on CIAs, and information security policies, and regulations.

## Surveillance

1. Provide assistance on developing and implementing relevant strategies, contract tender document procurement and policies in relation to camera surveillance, camera operations, security and the surveillance camera maintenance operation.
2. Act as the Single Point of Contact (SPOC) for surveillance in Broxtowe and ensure an appropriate SRO is identified and registered
3. Provide advice and guidance in relation to departmentally-owned surveillance systems.
4. Take an active role in the monitoring and management of the camera surveillance monitoring and maintenance contracts as part of the partnership between Broxtowe, Newark and Sherwood, Rushcliffe, and Ashfield councils, ensuring that legislative requirements and all relevant government guidance, codes of practice including the Data Protection Act are adhered to.
5. Manage the surveillance contracts for the provision of surveillance monitoring and maintenance.
6. To retrieve and send the relevant surveillance footage upon request by the Information Governance Officer to assist with Subject Access Requests in accordance with the Data Protection Act (2018).
7. Utilising appropriate technologies to develop, enhance, and implement surveillance systems to provide efficiencies, and reduce operational burden in line with agreed business cases / projects.
8. Produce, amend and update the Council's surveillance camera policies, associated data protect impact assessments, consultation and annual surveillance reviews to meet any

Council and legislative requirements.

9. Annual report to Councillors in reference to the operational performance, cost, surveillance justification.
10. To monitor and manage the camera surveillance monitoring contract, security systems with the other Councils in partnership. Ensure the CCTV monitoring control room facility operates within legislative requirements and all relevant government guidance, codes of practice including the Data Protection Act (2018) working with the Information Governance Officer.
11. Responsible for the management of the shared services surveillance camera maintenance contract, ensuring periodic and preventative maintenance is carried out ensure responsive and reactive maintenance. Diagnose faults quickly to keep interruptions to a minimum, access and priorities issues in a timely manner ensuring the shared network is active, fit for purpose to participate in crime detection and reduction, liaising with CCTV providers and the Control room.
12. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

#### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

#### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

#### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

#### **NOTE**

The above job description sets out the main responsibilities of ICT Cyber Security and Surveillance Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job