



**SWYDDI CYNGOR**  
RHONDDA CYNON TAF  
**COUNCIL JOBS**



**Pecyn  
Gwybodaeth  
i Ymgeiswyr**

**Candidate  
Information  
Pack**

## JOB DESCRIPTION

*Provide Cyber Security Assurance and Leadership for the Council*

*Post Reference Number: 17380*

*Date of Job Description: 16/9/2022*

*Version: 2.0*

<b>Grade</b>	14 plus Market Rates
<b>Location</b>	Working from Home / Rhondda Fach Leisure Centre
<b>Group</b>	Chief Executive
<b>Division</b>	Finance & Digital
<b>Department/Section</b>	ICT & Digital
<b>Team/Sub Section</b>	Architecture
<b>Responsible to</b>	Service Lead – Enterprise Architecture
<b>Posts reporting to this post</b>	Cyber Security Graduate x2 Cyber Security Analyst
<b>DBS Required</b>	Not Required

## Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is “for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous”.

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility

when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

**Please see our [career pages](#) to find out more about working for us.**

## Purpose of the post:

To support the Service Lead – Enterprise Architecture, in supporting the definition, management and implementation of an innovative Digital Plan that delivers secure Digital Services across the Council. Identification of customer needs and enforce a more secure environment in-keeping with recognised industry best practice.

To be responsible for the development, implementation, and monitoring of our environment. Provide comprehensive cyber security management arrangements to ensure the confidentiality, integrity and availability of information and systems owned, controlled, or processed by the Council.

To be the Information Security and Assurance subject matter expert (SME), providing the Council with advice, guidance and leading Security initiatives, operations, projects, and support. In addition, be responsible for reviewing, analysing, supporting and evaluating our Cyber Security needs. Work closely with ICT and other service leads to help understand, define, and clarify business requirements. To collaborate with own and other teams and with external organisations.

To provide the strategic direction, leadership and vision necessary to support cyber security investments within the Council and across the digital portfolio of services.

To provide senior level representation and engagement for Cyber Security Services in our customer relations, supplier management and regional or national initiatives on behalf of the Council. To develop, manage and maintain the Service's:

- Cyber Security Strategy and supporting plans to underpin the Council's Digital Strategy, including leading specific projects to affect change
- Define, document, and deliver standards, policies, also provide procedures for user services where required
- People and Work Force Plans, including the overall Service Training Plans



## What you will deliver:

1. To deputise for the Service Lead – Enterprise Architecture.
2. Lead the Cyber Security Team - including activities with ICT and service areas to ensure the confidentiality, integrity and availability of information and protect the ICT systems of the organisation.
3. Responsible to ensure that cyber security assurance documentation is produced as part of the Architecture Design process and that existing security documentation remains current and is maintained.
4. Lead the development and proactive ongoing programme of security technology improvements, supporting the testing for systems and services, reviewing the test findings, and supporting the identification and implementation of remediation, within the agreed risk appetite.
5. To ensure Security Standards are implemented and maintained to meet the needs of the organisation, ensuring that the Council operates to best practice and that all required accreditations are maintained e.g. PSN and Cyber Essentials/Plus, PCI, BACS.
6. Develop and facilitate cyber security risk assessments, including the reporting and oversight of remediation plans and providing progress updates to management teams, SIRO and to relevant boards when necessary.
7. Develop, maintain, and publish up-to-date cyber security policies, standards, and guidelines. Oversee the approval, training, and dissemination of cyber security policies and practices. Promote cyber safety, raise awareness, and develop training programmes in relation to cyber security.
8. Proactively understand and recommend mitigations to known vulnerabilities, assuring the ongoing compliancy and regular update of systems and services in conjunction with internal staff and external service providers. Lead the creation of a cyber risk log of our known outstanding vulnerabilities, to inform the dynamic risk and identify solutions to remediate.
9. Develop and help support the proactive monitoring of ICT systems and services in conjunction with information feeds from our external service providers, actively identifying risks/cyber-attacks and providing a consolidated view of the threat surface and risk posture.
10. Lead and manage security incidents and events, working with the Information Management team to protect information and ICT assets.
11. Help build good working relationships between the customer facing side of the Service, key stakeholders, and the user groups. Liaising with customers to provide advice and guidance for the secure and safe use of ICT.
12. Pro-actively manage relationships with suppliers, clients, team members, partners and other stakeholders, to optimise communication and ensure effective collaborative arrangements.
13. Provide ad-hoc support to other officers of the Service and/or undertake a lead role on specific projects.
14. Ensure that all activities are carried out in compliance with Council's Standing Orders and Financial Regulations and any other legal requirement (e.g. Health & Safety, Data Protection, Access to Information etc.) or relevant organisational guideline (e.g. Information Security Policy).
15. To maintain a good working knowledge of statutory regulations and Council Policies governing the services directly provided by ICT and to coordinate the provision of expert advice in accordance with the Council's ICT & Information Management Plans.

## What you will deliver:

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

## PERSON SPECIFICATION

**This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

### Knowledge / Education:

Essential	Desirable
Educated to degree level (preferably ICT or Cyber Security) or equivalent experience and a recognised qualification in Cyber Security, or equivalent level of work experience and knowledge	Professional Cyber Security qualification or equivalent. e.g. Certified Information Security Manager (CISM) or appropriate experience and knowledge
Excellent knowledge of current cyber threats and attack vectors.	Certified Information Systems Security Professional (CISSP) or appropriate experience and knowledge.
Excellent knowledge of Network infrastructure and architectures.	Technical Qualifications in areas such as Networking, Firewalls, Server, Storage
Knowledge of risk assessment, analysis and management.	ITIL service management or similar qualification or knowledge
	PRINCE2 project management or similar qualification or knowledge

## Experience:

Essential	Desirable
Relevant experience working in IT/Cyber Security	Experience of working within the Public Sector
Experience and proven ability in implementing security solutions.	Working with SIEM solutions
Experience of application and network security. Strong ability to communicate the complex verbally and written to a non-technical audience.	Experience in providing relevant technical / security support at appropriate level (Senior Business Managers, ICT Professionals and National forums)
Integration of solutions to include understanding of Networks, Firewalls and IDS, client server, end user computing, anti-malware and databases.	
Experience of developing and implementing operational plans for security services	
Experience with customer, contract, supplier management, procurement and negotiation skills	
Experience in managing people, processes and systems.	
Proven research and management skills in relation to emerging technologies	

## Welsh language skills:

Essential	Desirable
Welsh Language Level 1 <input checked="" type="checkbox"/>	Welsh Language Level 2 <input type="checkbox"/>
<i>All employees will be required to undertake a basic Welsh Language induction to reach this level</i>	Welsh Language Level 3 <input type="checkbox"/>
Welsh Language Level 2 <input type="checkbox"/>	Welsh Language Level 3-5 <input type="checkbox"/>
Welsh Language Level 3 <input type="checkbox"/>	Welsh Language Level 4 <input type="checkbox"/>
Welsh Language Level 3-5 <input type="checkbox"/>	Welsh Language Level 5 <input type="checkbox"/>
Welsh Language Level 4 <input type="checkbox"/>	
Welsh Language Level 5 <input type="checkbox"/>	

For details about the levels please refer to 'The Welsh Language Skills Guidance' online:  
[www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills)

## What skills you will use in the workplace:

Competency	Middle Management Competency Framework
Competency Areas	Competency behaviours and values
<b>Communicating Effectively</b>	<p>Adapts their style and language to suit different groups of people</p> <p><b>Makes communications clear, articulate and easy to understand</b></p> <p>Thinks about and consistently uses the most appropriate form of Communication.</p>
<b>Developing &amp; Motivating People</b>	<p>Inspires others by being passionate and enthusiastic and having a positive “action focused” attitude. Leads by example</p> <p>Empowers staff by delegating appropriately with support. Given responsibility.</p> <p><b>Actively looks to develop people for both the immediate and the longer term and provide opportunities for development according to need (Workforce Planning).</b></p>
Working in Partnerships & Teams	<p>Builds lasting, positive and constructive relationships with a wide variety of people.</p> <p>Always works towards understanding and resolving differences in agendas, objectives and expectations.</p> <p>Puts forward their own position but compromises when necessary, in order to move forward. .</p>
<b>Managing Change</b>	<p>Understands and embraces the need for change in order to respond effectively to future challenges.</p> <p><b>Takes on new challenges, processes and procedures; moves out of their comfort zone.</b></p> <p>Is proactive about coming up with new ideas and looking for creative solutions.</p>
Focusing on Service Users	<p>Effectively and diplomatically manages and exceeds customer expectations.</p> <p>Ensures services are accessible and are provided fairly.</p>
<b>Implementing Strategy</b>	<p><b>Has a good and up to date knowledge of relevant statutory duties and legislation for their area.</b></p> <p>Develops and promotes the use of good policies and procedures to ensure consistency and clarity in delivery.</p>
<b>Achieving Results</b>	<p>Achieves and surpasses improvements in service delivery.</p>



	<p><b>Remains focused on outcomes and meeting deadlines.</b></p> <p>Follows through on agreed actions in implementing action plans</p>
Managing Resources	<p>Continually evaluates and responds to service needs to increase efficiency, quality and value of delivery (Workforce Planning).</p> <p>Manages budgets within the fixed cash limits</p>

## Special Conditions and Professional Requirements

Ability to travel independently in line with the requirements of the post