BRITISH TRANSPORT POLICE

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP *'Guide to writing job descriptions for Police Staff roles'* Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Head of Cyber Security	Current Grade:	C001
Department:		Area:	
Reports To:		No of Posts:	
Level of vetting:	MV	Post Number(s):	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The Head of Cyber Security plays a critical role in designing, influencing, enabling and delivering the overall Vision and Strategy of the Cyber Security Function within BTP. The Role supports and delivers the formal accreditation requirements associated to Cyber Security and leads on the day-to-day incident and change management responsibilities. In addition, the role plays a key part in defining and delivering the required Cyber Security Strategy and transformation to mitigate and manage the associated risks in regard to our IT assets and services.

Reporting into the Deputy CIO and managing a team of technical specialists across Cyber Security, the role is to lead and manage the Cyber Security team on a day-to-day basis, mentoring and developing the team members core skills and expertise whilst maturing the overall processes and procedures across BTP in relation to Cyber Security. The role supports BTP business objectives and policing strategy through the delivery of analysis and insight related to Cyber.

In addition, a significant amount of senior stakeholder management, collaboration and engagement with cross-functional teams is associated with the role, as is external engagement across wider forces and industry seeking best-practices and shared collaborative learning

The establishment and oversight of an organisation's approach to the use of Information and IT, including acceptance of responsibilities in respect of both supply of, and demand for IT; strategic plans for IT, which satisfy the needs of the organization's business strategy (which, in turn, takes into account the current and future capabilities of IT); transparent decision making, leading to valid reasons for IT acquisitions with appropriate balance between benefits, opportunities, costs, and risks; provision of IT services, levels of service and service quality which meet current and future business requirements; policies and practices for conformance with mandatory legislation and regulations, which demonstrate respect for the current and evolving needs of all stakeholders.

C. DIMENSIONS OF THE POST: *The key statistics associated with the post*

Financial – Direct or Non-Direct

Direct - None

None Direct - Responsibility for the asset management and licences, vendor and supplier management for delegated services

Responsible for providing best value advice and recommendations to support the selection and procurement services and products

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Staff Responsibilities – Direct or Non-Direct
Direct - Line management of a number of direct reports within the team

None Direct - Responsibility to engage and advice across BTP in relation to best-practices and assurance in relation to Cyber Security

Responsibility for the work of 3rd party specialists/contractors assigned to assist on associated workstreams/projects

Any Other Statistical Data

D.   PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Skills Framework for the Information Age

The Skills Framework for the Information Age (SFIA) provides a common reference model for the identification of the skills needed to develop effective Information Systems (IS) making use of Information Communications Technologies (ICT).

Strategy and architecture

Information strategy	0	1	2	3	4	5	6	7
IT governance							☐	

Business change

Relationship management	0	1	2	3	4	5	6	7
Stakeholder relationship management							☐	

Skills management	0	1	2	3	4	5	6	7
Resourcing							☐	

Service management

Service strategy	0	1	2	3	4	5	6	7
IT management							☐	
Financial management for IT							☐	

Strategy and architecture

Information strategy

IT governance - Level 6: Initiate, influence:

- Puts in place, or confirms, staffing structures to support the work of the board and proper relationships between the organisation and external auditors.
- Takes responsibility for review of management processes (and decisions) and confirms that they are compliant with the organisation's strategy for corporate governance of information.
- Is familiar with relevant standards and the principles embedded within them.

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- Reviews new business proposals and provides specialist advice on compliance issues.
- Acts as the organisation's contact for relevant regulatory authorities.
- Establishes policy and standards for compliance with relevant legislation, which are fit for purpose.

Business change

Relationship management

Stakeholder relationship management - Level 6: Initiate, influence:

- Supports business change, acting as a single point of contact for senior stakeholders, facilitating relationships between them.
- Ensures that stakeholders understand available IT services, and promotes financial and commercial awareness in order to deliver value-for-money.
- Conducts analysis of demand for services and influences stakeholders to ensure that the necessary investments are made to deliver required services.
- Negotiates at senior level on technical and commercial issues, to ensure that customers, suppliers and other stakeholders understand and agree what will meet their needs, and that appropriate service level agreements are defined.
- Oversees monitoring of relationships including lessons learned and appropriate feedback.
- Initiates improvement in services, products and systems.

Skills management

Resourcing - Level 6: Initiate, influence:

- Takes responsibility for the overall workforce planning strategy across the IT service ensuring that there is adequate skilled resource to meet planned service delivery.
- Ensures integration with strategic human resource plans.
- Takes responsibility for meeting the recruitment, re-skilling and demand forecasts for IT practitioners, advising on the approach and relevant policies.
- Ensures that expert support is provided as and when required, including interviewing of applicants for senior posts.
- Audits and assesses the ongoing success and effectiveness of the process, including retention analysis, media and supplier assessment, customer satisfaction and selection methods validation.

Service management

Service strategy

IT management - Level 6: Initiate, influence:

- Identifies and manages resources needed for the planning, development and delivery of specified information and communications systems services (including data, voice, text, audio and images).
- Influences senior level customers and project teams through change management initiatives, ensuring that the infrastructure is managed to provide agreed levels of service and data integrity.
- Takes full responsibility for budgeting, estimating, planning and objective setting.
- Plans and manages implementation of processes and procedures, tools and techniques for monitoring and managing the performance of automated systems and services, in respect of their contribution to business performance and benefits to the business, where the measure of success depends on achieving clearly stated business/financial goals and performance targets.
- Monitors performance and takes corrective action where necessary.

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Financial management for IT - Level 6: Initiate, influence:
- Sets strategy and develops plans, policies and processes for the accounting, budgeting and, where applicable, charging of IT resources and services, including the definition of cost models and charging models.
- Sets, negotiates, agrees and manages all financial budgets and targets, ensuring that there is adequate funding for all IT targets and plans, especially to meet development and capacity needs.

E. **LEVELS OF RESPONSIBILITY:** *This is a SFIA Level 6 Role*
- Autonomy - Has defined authority and responsibility for a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives and delegates responsibilities. Is accountable for actions and decisions taken by self and subordinates.
- Influence - Influences policy formation on the contribution of own specialism to business objectives. Influences a significant part of own organisation. Develops influential relationships with internal and external customers/suppliers/partners at senior management level, including industry leaders. Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance.
- Complexity - Performs highly complex work activities covering technical, financial and quality aspects. Contributes to the formulation and implementation of IT strategy. Creatively applies a wide range of technical and/or management principles.
- Business Skills - Absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences. Assesses and evaluates risk. Understands the implications of new technologies. Demonstrates clear leadership and the ability to influence and persuade. Has a broad understanding of all aspects of IT and deep understanding of own specialism(s). Understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation. Takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry.

F. **CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*
Internal
Technology / Information Management / Digital Policing / Criminal and Justice / Cyber Crime Unit

Working closely with Information Management/Information Security and the Cyber Crime Unit

 External
Contact with counterparts within Home Office Forces as well as the National Cyber Security Centre to establish peer groups within the community

Core IT suppliers (for development, testing and service handover and transition purposes)

Operational stakeholders and technology vendors

Other third party suppliers

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G. **REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

Qualifications and Training:

Educated to degree level in a specific IT or engineering discipline or equivalent experience

Experience:

An extensive background working in IT Security based roles, having relevant industry experience and/or qualifications (e.g. CASP, CISSP)

Experience of Team-management in a multi-disciplinary environment including areas such as incident management, programme management, transformational change and regulatory governance.

Experience with multi-vendor firewalls, configuration of multi-layer security solutions and management of SIEM solutions

Experience with cyber security concepts, such as threat detections, incidents response, penetration testing (external /internal), malware and DDoS mitigation

Experience and knowledge of public cloud e.g. Azure, Office 365 and automation tools

- Maintain detailed application and domain knowledge to support technical teams, as appropriate.

- Use Agile methodologies to maintain a strong focus on delivery priorities, holding others to account for delivery, and swiftly responding to changing requirements.

Lead and develop high performing teams, supporting Agile working practices, and a digital delivery culture.

Skills:

Exceptional problem-solving abilities, and to undertake critical thinking.

Ability to managed and demonstrated commercial awareness

Ability to lead and manage the delivery of projects across the portfolio of varying scale and complexity

Ability to influence and drive change across the direct team and wider function related to Cyber Security maturity.

BTP Framework

Business	0	1	2	3	4
Accountability					☐
Decision Making					☐
Effective Communications					☐
Influencing Others					☐
Initiative					☐
Interpersonal Relationships					☐
Leadership					☐

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Planning and Organising					☐
Team Management					☐
Teamworking					☐

Business

Accountability - Level 4: Subject matter depth and breadth

- Takes ownership of how their team performs and the results it produces.
- Helps and supports fellow employees in their work to contribute to overall organisation success.
- Advocates the team to the organisation as a whole.
- Looks beyond their own job to offer suggestions for improvements of the overall organisation.

Decision Making - Level 4: Subject matter depth and breadth

- Makes complex decisions for which there is no set procedure.
- Makes high-risk strategic decisions that have significant consequences.
- Draws sound, fact-based conclusions, particularly when under pressure or faced with ambiguity.
- Makes decisions in a volatile environment in which the weight given to any factor can change rapidly.

Effective Communications - Level 4: Subject matter depth and breadth

- Communicates complex issues clearly and credibly with widely varied audiences.
- Handles difficult on-the-spot questions (e.g. from senior executives, public officials, interest groups, or the media).
- Overcomes resistance and secures support for ideas or initiatives through high-impact communication.
- Communicates strategically to achieve specific objectives (e.g. considers optimal messaging and timing of communication).
- Uses varied communication vehicles and opportunities to promote dialogue and develop shared understanding and consensus.

Influencing Others - Level 4: Subject matter depth and breadth

- Builds coalitions of partners to support proposals.
- Uses experts or other third parties to influence.
- Uses understanding of competing interests to manoeuvre successfully to a win/win outcome.
- Uses chains of indirect influence (e.g. get A to do B, which in turn will influence C).

Initiative - Level 4: Subject matter depth and breadth

- Perseveres in seeking solutions to complex issues despite significant and ongoing obstacles.
- Creates opportunities to undertake initiatives that will benefit the organisation in the near or intermediate term.
- Defines and addresses high-level challenges that have the potential to advance a field of study or sector.
- Anticipates long-term future (more than 2 years) opportunities and positions the organisation to take advantage of them.

Interpersonal Relationships - Level 4: Subject matter depth and breadth

- Fosters an environment conducive to open, transparent communications among all levels.
- Builds strong relationships with others inside and outside their own organisation.
- Fosters cooperation, collaboration, and communication to facilitate consensus and accomplish tasks.
- Develops lasting, constructive, and mutually beneficial relationships with other individuals and groups.

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Leadership - Level 4: Subject matter depth and breadth

- Develops and uses a range of leadership styles and apply them appropriately to people and situations.
- Ensures others understand how the vision, objectives and operational plans for their area link to the objectives of the whole organisation.
- Models behaviour that shows, and inspires others to show, respect, helpfulness and cooperation.
- Wins, through their performance and behaviour, the trust and support of others.

Planning and Organising - Level 4: Subject matter depth and breadth

- Identifies and prioritises resources across initiatives/programs.
- Ensures that outcomes are evaluated.
- Ensures coordination, as needed, across related projects.
- Determines and communicates objectives, priorities and strategies that provide direction for the organisation.
- Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.
- Secures and allocates program or project resources in line with strategic direction.

Team Management - Level 4: Subject matter depth and breadth

- Uses individual as well as group goal setting to maximise performance.
- Brings excellent performance to the attention of the larger organisation.
- Seeks resources that will enhance the teams productivity.
- Cultivates a feeling of energy, excitement and optimism in the team.

Teamworking - Level 4: Subject matter depth and breadth

- Provides constructive feedback to fellow team members.
- Breaks down barriers (structural, functional, cultural) between teams, facilitating the sharing of expertise and resources.
- Facilitates collaboration across teams to achieve a common goal.
- Promotes agendas that support the organisations broader goals.
- Creates cross-functional teams to solve problems.

H.   AUTHORISATION DETAILS:

Prepared By:	Craig Ellis	Date:
Area Commander /FHQ HoD:		Date:
Evaluation Panel:		Date:

Appendix: Legend

☐ High priority

☐ Normal priority

☐ Low priority

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