

Personnel Security and Incident Management Advisor

Closing Date: Tuesday 3rd August 2021

Location: London, Glasgow, Sheffield, Nottingham & Birmingham

Salary Range: London (£30,845), National (£24,002)

Interviews: w/c 16th August 2021

The Role

We're recruiting for a Personnel Security and Incident management Advisor here at [MoJ Digital & Technology](#), to be part of our warm and collaborative Security, Services and Information Governance Group (SSIGG).

Government security is undergoing a step change and it's an exciting time to be a part of it. As part of Her Majesty's Government security community, you will be delivering and improving how we manage internal security and risk in a complex and changing environment.

CONTEXT

As part of HMG security community, you will be delivering and improving how we manage internal security and risk in MoJ, in a complex and challenging environment. You will be part of the wide Government Security Profession; a community with a mandate to establish transformation and responsibility for an entirely new security model. You will help assess risks for MoJ and the wider family across Government to protect civil servants and the public we serve. You will help maintain critical security to preserve exceptional standards of delivery.

With the drive and passion to make a real difference to the personnel security of the UK as well as access high-quality training as part of the Security, Services and Information Governance Group, you can build a rewarding, challenging and varied career.

We aim to recruit people from diverse backgrounds to make sure we have the widest range of skills possible to strengthen our security capability across government. We value the fact that our different backgrounds, cultures, gender, experiences and ways of working produce a more effective team.

Each one of us has a part to play in helping to keep the UK secure. It is hugely important that candidates have a good understanding of, or keen interest in the security of government assets and people.

If you have a passion for security, this challenge will be stimulating and unique in many ways. If you are keen to expand your skills and experience in the sector, we can offer the training you need to support your development.

PURPOSE OF THE ROLE

- Support the delivery of personnel security on behalf of MoJ and the wider family (MoJ's Executive Agencies and Arm's Length Bodies)
- Support the adoption and implementation of appropriate security controls with input from internal and external stakeholders, as required
- Support the update and maintenance of communications channels like Microsoft Teams and the MoJ intranet

- Contribute to the requirements capturing, commissioning and monitoring of personnel services provided by the incumbent shared services provider (Cluster unit) and Cabinet Office
- Support the adoption and implementation of effective security risk management of potential threats, vulnerabilities and impact and appropriate risk mitigation.
- Maintain role specific qualifications, as required

To help picture your life at [MoJ D&T](#) please take a look at our [blog](#) and our [Digital & Technology strategy](#).

Key Responsibilities:

Reporting to the Personnel Security Advisor, this role will:

- Provide personnel security advice and guidance in relation to National security Vetting, Insider Threat risk management process, residency, clearance status, etc
- Manage the team mailbox to ensure accurate and timely responses are provided
- Maintain the National Security Vetting Contact list and the National Security Vetting Matrix
- Act as a focal point for MoJ Group Security into the wider business on programme and projects requiring personnel security input
- Provide secretariat function in support of any governance process or steering groups established in support of personnel security, including maintaining the personnel security actions logs and risk register
- Participate in leak investigations on behalf of the Chief Security Officer (CSO)
- Support effective communications of policies, processes and guidance to all relevant stakeholders.
- Assume responsibility for updates Intranet pages, policies and processes
- Record and manage security incidents and trends
- Produce and distribute regular and ad hoc incident reports
- Assess and approve policy dispensation requests, such as Residency and onboarding at risk
- Administrate the department's security incident management tool (Surecloud)
- Collaborate with the security culture and awareness lead and communications team to raise security culture awareness around personnel security
- Be responsible for delivery of training sessions for National Security Vetting Contacts
- Ensure that the MoJ Group Security Team mailbox is managed appropriately and that all queries are responded to in a timely manner.
- Contribute to the effective planning, delivery of projects, as necessary
- Continually explore and undertake personal and professional development opportunities

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

This is a MoJ Band C role with a salary of **London (£30,845), National (£24,002)** plus great benefits:

- 37 hours per week and flexible working options including working from home, working part-time, job sharing, or working compressed hours.
- We are committed to nurturing our staff and provide lots of training and development opportunities with learning platforms such as: Linux Academy, O'Reilly, Pluralsight, Microsoft Learning, Civil Service Learning, GDS Academy, etc.

- 10% dedicated time to learning and development with a budget of £1000 a year per person
- Generous [civil service pension](#) based on defined benefit scheme, with employer contributions of 26-30% depending on salary.
- 25 days leave (plus bank holidays) and 1 privilege day usually taken around the Queens' birthday. 5 additional days of leave once you have reached 5 years of service.
- Compassionate maternity, adoption, and shared parental leave policies, with up to 26 weeks leave at full pay, 13 weeks with partial pay, and 13 weeks further leave. And maternity support/paternity leave at full pay for 2 weeks, too!
- Wellbeing support including access to the Calm app.
- Nurturing professional and interpersonal networks including those for Careers & Childcare, Gender Equality, [PROUD](#) and [SPIRIT](#)
- Bike loans up to £2500 and secure bike parking (subject to availability and location)
- Season ticket loans, childcare vouchers and eye-care vouchers.
- 5 days volunteering paid leave.
- Free membership to BCS, the Chartered Institute for IT.
- Some offices may have a subsidised onsite Gym.

Person Specification

Essential

- Experience of personnel security practices in a large business setting or the public sector.
- An understanding of personnel security and risk, as well as a willingness to develop knowledge in these areas as appropriate, whilst recognising future risks and strategically planning to mitigate them.
- Knowledge and a working understanding of industry best practice principles regarding personnel security standards and frameworks, keeping abreast of changes to industry standards, regulations and best practice
- Analytical problem solving skills with experience of making risk-based decisions and understand the implications of business change.
- The ability to form excellent relationships within your department and the wider security community
- Ability to work effectively both independently and as part of a team
- Proactive and efficient with the ability to deliver at pace
- Strong communication skills, both written and verbal.

Desirable

- Knowledge of incident management processes
- Background in personnel security
- An internationally recognised qualification in security management. e.g. Certificate in Information Security Management Principles.

We welcome the unique contribution diverse applicants bring and do not discriminate on the basis of culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our values are Purpose, Humanity Openness and Together. Find out more [here](#) about how we celebrate diversity and an inclusive culture in our workplace.

How to Apply

Candidates must submit **CV and a statement of suitability** which describes how you meet the requirements set out in the Person Specification above.

In D&T, we recruit using a combination of the [Digital, Data and Technology Capability](#) and [Success Profiles](#) Frameworks. We will assess your Experience and the following Behaviours during the assessment process:

- Making Effective Decisions
- Communicating and Influencing
- Delivering at Pace
- Working Together

Your application will be reviewed and sifted against the Person Specification above by a diverse panel.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference.

Should we receive a high volume of applications, a pre-sift based on your experience will be conducted prior to the sift.

Further Information

Please review the following [Terms & Conditions](#) which set out the way we recruit and provide further information related to the role.

If you have any questions please feel free to contact recruitment@digital.justice.gov.uk