

<b>ROLE PROFILE</b>	<b>INFORMATION ASSURANCE ADVISOR</b>	 <b>Cornwall Police</b>
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## SECTION 1: PRINCIPAL RESPONSIBILITY

<b>Principal Responsibility</b>	<p>To provide business driven advice on the management of security and information risk consistent with Alliance, regional and national information assurance policy. In particular to:</p> <ul style="list-style-type: none"> <li>To assist Police Officers and Police Staff across the Alliance in the routine application and interpretation of security or information assurance policies and practices.</li> <li>Provide the Alliance with advice and guidance on necessary physical security requirements required to protect Police Officers and Staff, infrastructure, assets and information across the 3 Counties. Provide recommendations on cost effective improvements based on threat levels.</li> <li>Coordinate the Incident Management process, ensuring accurate reporting of incidents and ensuring appropriate actions are undertaken by relevant departments. Provides analysis and feedback, identifies trends in security breaches and recommending mitigating actions as required.</li> <li>Provide training and awareness on information assurance across the Alliance, ensuring a security culture that is embedded within the organisation.</li> <li>Undertake assigned routine or ad hoc audits to test compliance with information assurance policies or standards. Specifically this will be focused on undertaking self-audits against the ISO27001 standard or other compliance requirements.</li> <li>As a result of audits, provide comprehensive reports identifying gaps in compliance, and recommend appropriate action plans to remedy any failings. Lead on the coordination of subsequent activity, reporting progress to the Alliance Information Assurance Manager.</li> <li>Provide oversight and management of the Alliance's physical access control systems (FABS/PAC).</li> <li>Act as Crypto-Custodian for the Alliance, ensuring the efficient ordering, recording and issuing of cryptographic material.</li> <li>Provide second line support for security/information assurance related systems and applications and physical security furniture.</li> </ul>				
<b>Role Type/Family</b>	Police Staff				
<b>Grade</b>	4	<b>Location</b>	Middlemoor HQ	<b>Vetting Clearance</b>	SC/MV
<b>Medical Assessment</b>	N/A				
<b>Political Restrictions</b>	None specific to this role				
<b>Role-Specific Training and CPD to be undertaken.</b>	<ul style="list-style-type: none"> <li>Local IA systems</li> <li>Appropriate HMG Cryptographic Custodians Course</li> </ul>				

## SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(for selection purposes)*

<b>Formal Qualifications required</b>	<ul style="list-style-type: none"> <li>CESG Certified IA Professional (SIRA/Accreditor) or working towards certification.</li> </ul>
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<b>Essential experience and specialist skills and knowledge</b>	<ul style="list-style-type: none"> <li>• A good understanding of the principles of information assurance, including confidentiality, integrity and availability, and how it can be applied across the different areas of an organisation.</li> <li>• An understanding of risk management, and in particular risk assessments.</li> <li>• Experience of providing specialist advice, knowledge and opinion, ideally within the field of information assurance.</li> <li>• Excellent communication skills with the ability to explain complex information to non-specialists.</li> </ul>
<b>Essential Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Negotiating and Influencing</li> <li>• Respect for race and diversity</li> <li>• Effective communication</li> <li>• Problem solving</li> <li>• Planning and organising</li> <li>• Personal responsibility</li> <li>• Resilience</li> </ul>

## SECTION 3: BEHAVIOURS

### BEHAVIOURS

#### LEADERSHIP

##### **Negotiation and influencing**

Uses logic and reason to influence others. Persuades people by using powerful arguments. Identifies clear aims in negotiations and achieves satisfactory outcomes.

#### WORKING WITH OTHERS

##### **Respect for race and diversity**

Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

##### **Effective communication**

Communicates all needs, instructions and decisions clearly. Adapts the style of communication to meet the needs of the audience. Checks for understanding.

#### ACHIEVING RESULTS

##### **Problem solving**

Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.

##### **Planning and organising**

Plans activities thoroughly for self and others. Builds milestones into plans, monitors progress and adjusts them as necessary in response to any changes. Provides clear direction and makes sure that staff know what is expected of them.

##### **Personal responsibility**

Readily accepts responsibility for self and others. Takes responsibility for managing situations and problems. Leads by example, showing a commitment and a determination to succeed. Continues to learn and develop.

##### **Resilience**

Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.

