

Job Title	Senior IT Security & Infrastructure Officer		
Job Number		Preparation date	09/09/2014
Grade (if known)	8	Revision date	28/04/2022
Business Unit	Corporate Services		
Section	IT & Digital		
Responsible to (job title)	IT Manager		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
<p>To act as a technical expert officer for BDBC IT and cyber security related tasks and projects ensuring the compliance with relevant standards and consistency of different security components from procedures and processes all the way to technical design</p> <p>To contribute the the design, install, management and maintenance of technical solutions required to meet the business needs of the council within the scope of the IT & Digital Strategy.</p> <p>To provide specialist support to the council's IT infrastructure and corporate systems, ensuring that they remain secure, patched and upgraded.</p>			
Main responsibilities			
<ol style="list-style-type: none"> 1. Contribute to maintaining a high security level across all IT hardware and systems by coordinating and supporting the implementation of updates (including Microsoft security updates, third party updates and antivirus updates) and making changes to address vulnerabilities identified by regular security assessments and insight from sources such as NCSC and CERT. 2. Manage and contribute to the development and implementation of security architecture from end user devices to core infrastructure. 3. Manage the process, with others, for submissions and accreditations for PCI DSS and Public Services Network (PSN) 4. To contribute to and work with external agencies to protect the wider public service through activities related to SEGWARP, CiSP, NCSC, HloW Technical forum 5. Continue to develop knowledge about relevant future technologies, products and to be able to provide general advice and support on appropriate IT issues to other members of IT, the business unit and the council. 6. Provide specialist management of the council's IT infrastructure, including the hardware, operating systems, applications and connectivity required by those systems. 7. Provide specialist management of the council's networking and communications infrastructure, including switches, routers, firewalls and telephony equipment where required 8. Contribute to business unit projects ensuring that all allocated tasks, project related or routine, are completed on time and to specification. 9. Undertake complex problem solving of third line support cases which normal affect 			

multiple users or are key to the council's daily operation.

Key tasks

1. To guide and assist in updating the on-prem and cloud infrastructure environments to maintain accreditation for Government Connect (Tax and benefits payments), PCI (Card Payment details) and IT Health Check, which would affect the council's core business if accreditation wasn't maintained.
2. To ensure that BDBC has robust, up to date defences and mitigations in place against both known and emerging cyber threats including but not limited to 3rd generation ransomware
3. To guide IT and Digital teams to follow the principle of "Security by Design" ensuring that all the needed assessments and design decisions have been taken throughout the life cycle of the projects
4. To develop user centric and friendly security solutions and policies using technology to create the foundations for transparent and non-disruptive security platforms
5. To assist in the analysis of business requirements or problems and prepare solutions and to assess the technical viability and cost effectiveness of solutions proposed by third parties.
6. To assist in the implementation and documentation of solutions to meet agreed specifications and customer requirements
7. To manage the maintenance of security levels to industry best practice and the council's relevant policies which if not adhered to could lead to significant service disruption or potential attack or data loss.
8. To manage the maintenance the council's server infrastructure both hardware and software including Windows Server, tape backup/restore and disaster recovery technologies.
9. To develop and maintain council's email environment (Microsoft Exchange) including spam filtering, virus checking and advanced fetures such as DLP and e-Discovery
10. Undertake maintenance and upgrades of the core infrastructure to minimise the risk of service disruption and ensure continued appropriate service to members, officers and citizens.
11. To identify potential areas of improvement including process and configuration of technology.
12. To support and assist with the maintenance of council's entire network infrastructure including internet, remote connections (including VPN and homeworking portals) and telephony equipment.
13. To assist with the integration and implementation of new solutions and upgrades, ensuring that assigned testing is completed to the satisfaction of all parties and that there is no adverse impact on the existing IT framework.
14. To participate in meetings with customers and third parties as required.
15. Make detailed and complex changes to the infrastructure in line with the approved change management process.

16. To be conversant with the functions of the other areas of IT to be able to handle day-to-day problems in the absence of other officers if necessary.
17. To manage relationships with customers and third parties during the life of a project to ensure that commitments and responsibilities are clearly defined with regular feedback on the status of projects and tasks.
18. To deal with third parties on specialist support calls, ensuring a timely resolution to failures.
19. Undertake such work as the Head of Service and/or IT Manager may determine is compatible with the responsibility levels of the post.
20. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children).

Essential User	No		
Special features and/or equipment (anything 'out of the norm')	To participate in the IT on call rota at least one week in four, ensuring on site availability within one hour.		
Signatures			
Job Holder		Date	
Line Manager or Head of Service		Date	

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.