



**Northumbria  
Police  
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**07/06/2021**

**Senior Information Security Analyst (Accreditation & Information Audit) (Ref PH030/20882)**

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**Police Staff**  
**Senior Information Security Analyst**  
**(Accreditation & Information Audit)**  
**Information Management Unit**  
**Role Definition:PH030/20882**

## ROLE DEFINITION

Dept / Area Command:	Information Management Unit	Section:	Information Security & Assurance
Post Title:	Senior Information Security Analyst (Accreditation & Information Audit)	Post Reference:	PH030/20882
Post Grade:	Grade I	Location:	Force area including home/agile working
Car User Status:	N/A	Telephone Allowance:	N/A
Shift Allowance:	N/A	Standby Allowance:	N/A
Weekend Enhancement:	N/A	Contractual Overtime:	N/A
Line Manager:	Information Security & Assurance Manager		
Staff Responsibilities:	Allocated staff and trainees		
Purpose:	To provide professional guidance and specialist advice with regard to all information security, assurance and risk matters and ensure implementation of all necessary policies, procedures and processes to achieve compliance with national codes of connection for Police information systems. Management of Information Management functions specific to role, which may include the following: Record Review, Data Quality, Information Assessment, Accreditation and Cyber Support.		

### Key Responsibilities:-

#### 1. To support the Northumbria Police Information

**Security and Assurance programme to enable accreditation, assurance and compliance with wider mandatory information security requirements and national reporting standards.**

**2. To develop, review and implement policies and best practice for the ongoing management and maintenance of information security and assurance management – incorporating risk management, record review, accreditation and information system audit.**

**3. To implement processes and techniques to regularly assess information assets for compliance with security policies, national policing and best practice information assurance standards, legal and regulatory requirements.**

**4. To ensure information security and assurance audits and compliance assessments are undertaken to ensure the physical and data security protection of all information systems and information assets and compliance with information security regulations, standards, policies, and information risk management.**

**5. To identify information security and assurance requirements where there are new or changed processes, information assets or activities; working with departments and business areas and Project Leads to ensure that appropriate assurance is undertaken and documents such as Information Risk Assessment Reports (IRAR) are created.**

**6. Co-ordinate investigative and reporting action of all actual and suspected information security incidents, ensuring that action is taken to prevent reoccurrence and incident trends are monitored to inform organisational learning.**

**7. To design, deliver and evaluate information security training, education, and awareness in relation to information security, information assurance and information risks.**

**8. To actively engage all key stakeholders, including partner agencies and third party suppliers, sharing, storing or processing information owned by Northumbria Police in the application of information security best practice and HMG standards, ensuring compliance with legalisation, statutory requirements, national and best practice standards Home Office legislation and statutory guidance.**

**9. To maintain awareness and up to date knowledge of all current relevant information security management legislation, methods and practices ensuring that an environment of continuous improvement, innovation and emerging best practice are evaluated.**

**10. Represent professionally and promote the reputation of Northumbria Police at meetings and groups both internally and externally, including the development of appropriate and constructive partnerships with relevant organisations.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.

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