

Job title	Information Security Specialist		
Job family	Design and Engineering	Proposed band	D

Job purpose

This role is to support the delivery of the Information Security Strategy across the BBC. Reporting to the Information Security Management Team, the candidate will be responsible for ensuring that data within the BBC is protected, in accordance with the needs of the business and according to Information Security principles of availability, integrity and confidentiality. It is also to provide advice and Security Consultancy to all areas of the BBC and its Third Party Partners.

Key responsibilities and accountabilities

- Support the ongoing development of information security delivery through the application of specialist knowledge and capability.
- Lead on the business relationships across the BBC, its 3rd party partners and suppliers; nurturing positive relationships to ensure constructive engagements.
- Provide pan-BBC security expertise and assistance to business areas and individuals on good practice and requirements, to ensure BBC Information is appropriately protected, providing constructive challenge and using persuasion and negotiation to drive policy compliance.
- Ensure knowledge and understanding keeps pace with the ever changing technologies and threats posed to the BBC.
- Plan, supervise and review workloads for analysts / junior analysts within the team undertaking appraisals of performance where appropriate.
- Provide day-to-day support and guidance to analysts / junior analysts and undertake line management of staff as required.
- Ensure that the analyst workloads are managed in an equitable and efficient manner to meet any SLAs and deadlines agreed with the business and other Technology functions
- Ensure knowledge transfer to other members of the Information Security team
- Provide input into Information Security Bulletins on vulnerabilities that affect BBC Users and Divisions
- Develop authoritative awareness materials and undertake Information Security briefs to staff at all levels from right across the BBC, including journalists, presenters, and managers responsible for strategy, who must fully understand the complex and ever-changing nature of the cyber-related risks they must counter.
- Report and escalate appropriately any identified risks or threats to BBC Data
- Ensure guidelines for senior management are adopted.
- Act as an authoritative subject-matter expert: making recommendations to project teams, sponsors and senior management with regard to identified Information Security risks and formulating suitable recommendations and policies as required.
- Maintain high standards and reflect this through Information Security output.
- Facilitate the ongoing development of information security policy and processes.
- Produce regular management reports on the status of Information Security Tasks.

Knowledge, skills, training and experience

Essential

- Demonstrable broad-ranging and comprehensive knowledge of information security theory and practice.
- In-depth knowledge of relevant legislation, codes of practice, guidance and operating procedures.
- Proven track record of Information Security Delivery.
- The ability to identify and solve varied problems by the application of a suite of complex tools and techniques.
- Highly effective and creative problem-solving skills, across a broad range of scenarios, that both deliver novel solutions and enable continual improvement in existing threat mitigation and counter measures.
- Ability to convey and explain complex technical information to non-technical staff.
- Ability to communicate and collaborate at all levels of the corporation, and externally.
- Demonstrable experience of writing information security reports, documentation and standards accurately and to designated timescales.
- Excellent written and verbal communication and presentation skills.
- Highly IT literate, able to work quickly and precisely on a variety of systems, often under pressure and to important deadlines.
- Confidence to make decisions where appropriate and to ask for assistance when necessary.
- Ability to manage multiple tasks and work streams effectively and prioritise accordingly.
- Be able to work on own initiative with minimal supervision.
- Agile & flexible.

Desirable

- Previous experience of Public Sector and/or Media organisations would be beneficial but not essential
- An understanding of the culture and ethos of the BBC
- View Security as an enabler to the business
- Experience of working in an organisation with a distributed hierarchy and using multiple outsourced support companies
- Understanding of how information security strategy aligns with business and technology strategies

Qualifications

- Formal information security qualifications such as CISSP, CISM or CRISC, ISO27001 preferred

Job impact

Decision making

- The holder will be expected to organize their own workload, and that of their direct reports, within the parameters set by the IS Management team.
- The holder will be expected to plan and determine a solution and approach to issues they identify and to quantify the associated objectives and deliverables that they will action.
- Manage the relationships with personnel both within the BBC and 3rd party partners.
- Work closely with the business to ensure that BBC's policies and legal requirements are met.
- Network with peers across the Media and Security industries to maintain strong awareness of developments within the appropriate fields.
- Undertake/Oversee reviews of new project and program requests and ensure that formal risk

<p>assessments are carried out as necessary.</p> <ul style="list-style-type: none"> • Make recommendations to project teams, sponsors senior managers and stakeholders with regard to identified Information Security risks; formulating associated policies as required. • Ensure all relevant Business Engagement documentation is reviewed and maintained for use by project teams. • Give project approval, ensuring that relevant documentation has been completed and assessed before approving project requests. <p>Scope</p> <ul style="list-style-type: none"> • Expected to review and where necessary direct the workload of subordinates and to ensure work is of the standard required and delivered within budget and agreed timeframes. • The holder will be expected to manage any budget associated with a project or deliverable assigned to them. • The advice and decisions attributable to the post holder may determine measures and policy designed to safeguard the BBC, it's reputation and its relationship with the public and external bodies.

BBC LEADERSHIP IMPERATIVES & BEHAVIOURS

<p>Works with Conviction</p> <ul style="list-style-type: none"> • Does not shun decisions or keep reopening debate • Willing to ask for feedback and to listens and adjust based on it • Acts with integrity and takes personal responsibility for outcomes <p>Frames the Future</p> <ul style="list-style-type: none"> • Thinks about what is right for the BBC as a whole, rather than just own area of work <p>Harnessing Creativity</p> <ul style="list-style-type: none"> • Challenges assumptions and thinks creatively about solutions • Takes ownership of and drives their own area of responsibility <p>Builds Purposeful Relationships</p> <ul style="list-style-type: none"> • Connects to the outside world openly and actively • Collaborates, shares and seeks diverse opinions and ideas across the BBC

Other information

For Reward team use only

Job Code	
Definition:	Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Job Title	Information Security Specialist (Forensics)
Division	Technical Systems and Delivery
Reports to (title)	Head of Information Security (Operations)
Location base	

Organisation structure	
Chief Information Security Officer Head of Information Security (Operations) Information Security Specialist (Forensics)	

Additional job specific responsibilities and accountabilities
<p>Investigative Activities</p> <ul style="list-style-type: none"> • Investigation of IT aided criminal activity and/or incidents amounting to breaches of the BBC policies including: theft, fraud, computer abuse, malicious communications, harassment etc and forensic investigation of security incidents. • Provide an effective IT forensic investigation service by conducting examinations of computers and media generated by computers. • Responsible for effective management and performance of forensic IT examinations including other associated digital media and devices, in particular those involving high technology internet and IT security cases. • Conduct detailed forensic examination of disk images and other hardware peripherals to enable information retrieval, breaking passwords, finding hidden or otherwise "invisible" information on the media to extract evidence of misuse / criminal activity • Conduct forensic examinations of (suspected) compromised computers and mobile devices to understand how/if the machines were compromised. • Use experience and knowledge of a wide variety of advanced computer technologies and theories to conduct analysis of evidential sources • In data recovery cases, determine the most appropriate method of protecting original evidence and recovery of deleted, erased, hidden and encrypted data • Engage in proactive and reactive use of investigative tools, in accordance with current BBC Security Policy for the identification of offenders and prevention of crime including the use of covert surveillance techniques • Prepare case files, expert reports and evidence for use in court, internal disciplinary hearings or other dispute resolution forums. • Management of exhibits, including electronically recorded material in connection with investigations • Prioritise case load in accordance with departmental objectives

- Perform other related duties as required by management to meet the needs of the organisation
- Ensure that all relevant legislation is adhered to when conducting investigations e.g. PACE, RIPA, Theft Act, Employment Law etc. and the BBC Disciplinary Procedure

Working with BBC Investigations

- Work closely with the BBC Investigation Service as required, ensuring a fully joined up approach to any investigation.
- Prepare reports with sufficient detail and analysis to allow the Investigating Officer/Senior Investigating Officer to conclude the investigation.
- Attend meetings/liaise with other departments within the BBC where necessary in support of an investigation, and where directed by the Investigating Officer/Senior Investigating Officer for a given case.
- Attend meetings/liaise with external organisations, including law enforcement, where directed by the Investigating Officer/Senior Investigating Officer for a given case.

Provide an effective liaison with internal departments and external agencies

- Liaise with BBC service partners, management, human resources and legal as necessary to secure evidence in the pursuit of ongoing investigations.

Internal training and supervision

- Preparation and presentation of in-house staff training for Internet & Forensic investigations alongside day to day advice and guidance on such matters
- Maintain Forensic process and procedures documentation.