



Job title: Information Security and Compliance Officer

Location: Pilot Point Belfast, Bury St Edmunds or Derby (Belper)

Responsible to: CFO

Main purpose of job and context

Totalmobile Limited is an exciting company with ambitious growth plans. We help organisations build a better, more effective working day for their teams in the field. Spanning mobile working, dynamic scheduling, intelligent analytics and IoT, our Mobile Workforce Management solutions provide a great foundation for driving operational excellence and greater efficiencies across diverse enterprises. Totalmobile places user experience at the heart of our product development. We want to ensure the next generation of Totalmobile products continue to set the industry standard, delighting our end users with functionally rich, elegantly designed solutions that enables excellent work, everywhere.

Totalmobile is committed to achieving the highest possible standards of information security, data protection and compliance. We require an Information Security and Compliance Officer who will be responsible for management and maintenance of an established ISO27001 certified Information Security Management System (ISMS), co-ordination of annual ISO27001 External Audits, management of Totalmobile's GDPR/Data Protection Framework and ongoing management of compliance to other legal and regulatory frameworks.

Company Benefits

- 25 days' annual leave plus 8 Public Holidays
- Additional day off in recognition of your birthday
- Company pension
- Simply Health plan

Main tasks of Job

To maintain and improve Totalmobile's Information Security Management System, including completion of Risk Assessment, Internal Auditing, providing training and awareness, review and assessment of applied controls, developing improvement plans, policy and process documentation and management, incident management, co-ordinating corrective action plans to address identified non-conformances and providing reports and updates both through formal Management Review sessions as well as on an ad-hoc basis.

To manage and maintain Totalmobile's Data Protection framework, including completion and maintenance of Data Privacy Impact Assessments, Data Process Mapping, policy and process documentation, training and awareness activities, auditing to ensure ongoing compliance, ensuring that legislative, regulatory and best practices are adopted in terms of Data Protection and acting in the capacity of an internal and external point of contact for data protection enquiries.

To provide internal support to other departments in terms of data protection and information security matters and issues as they arise. Specifically, providing support to the Sales and Account Management Teams in supporting tender responses and customer enquiries pertaining to data protection and

information security. This may also include providing oversight, input and support on information security and data protection elements in contractual agreements in conjunction with legal counsel.

To manage ongoing certifications and compliance to various information security and compliance/governance frameworks; including ISO27001, NHS Data Security and Protection toolkit, Cyber Essentials, ICO Registration and GDPR/Data Protection requirements. This will include completion of a number of annual submissions and co-ordination of External Audits.

To foster and support a culture of best practice with regards to information security, governance and compliance.

Additional management and input into ad-hoc projects relating to information security and data protection as they arise.

Employee Specification

Essential

- Information security qualification or at least 4 years' experience of working in an information security or compliance role.
- Highly motivated with excellent attention to detail
- Experience working with information security standards and compliance frameworks, for example ISO27001 and GDPR/Data Protection.
- Verbal and written communication skills, with an ability to create and maintain policy and process documentation.
- Be confident in creating and leading both face-to-face and online staff awareness and training sessions.
- Be able to clearly articulate responses to both internal and external queries relating to information security, compliance and governance.
- Ability to work under pressure and meet tight deadlines, whilst maintaining a structured approach.
- Good team player, working collaboratively with colleagues.
- High level of skill in MS office applications particularly Excel, Word and PowerPoint.
- Effective time management and organisational skills.

Desirable

- Experience of working with partner organisations.
- Full driving licence.

Circumstances

- Applicants must be flexible and willing to work additional hours when necessary.
- Applicants will be asked to travel to customer sites and our other offices as required.

To apply please email an expression of interest (250 words) to support your application for the role, along with your CV to yourhr@hwca.com with "Information Security & Compliance Officer" in the subject line of your email. Please send this no later than Friday 28th June 2019

An Equal Opportunity Employer