

Data Security Support Officer

District/Department	Data Office	Rank/Grade	Band C
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Role purpose:	To co-ordinate the implementation of security policies, procedures and systems, which contribute to the Force's data security compliance by ensuring the confidentiality, integrity and availability of information assets. Support work towards compliance with government and policing data security requirements by assisting the Data Security Manager.
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Key Accountabilities:	
<p>Support the review and monitoring of compliance with the Force Data Security Policy portfolio and the requirements of the NPCC Community Security Policy, HMG Infosec Standards, National/Local Accreditation requirements and National Codes of Connection.</p> <p>Co-ordinate the development and maintenance of System Information Risk Assessments (IRAR), including risk assessment reviews of information assets and assessing the adequacy of implemented security controls.</p> <p>Assist the Data Security Manager in ensuring best practices are adhered and promote the awareness of information security principles across the Force.</p> <p>Contribute to education and awareness relating to data security matters for Force employees and other authorised users of Force information assets.</p> <p>Manage the incident reporting and response system for security incidents within the Force.</p> <p>Undertake physical inspections on existing & new sites to ensure information security standards are being met.</p> <p>Assist with the development, implementation and maintenance of data security policies and procedures in support of the NPCC Community Security Policy.</p> <p>Act as Single Point of Contact (SPOC) within South Yorkshire Police providing advice and guidance on all matters relating to data security.</p> <p>Any other duties commensurate with grade as required by Data Security Manager.</p> <p>Reports to Data Security Manager.</p>	
Competencies/behaviours	
<p>Please access the College of Policing website (via Google Chrome) and refer to the Competency and Values for a definition of the values and essential behaviours for each required competency level.</p>	
Competency	CVF Level

	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	Level 1
We take ownership	Level 1
We are collaborative	Level 1
We deliver, support and inspire	Level 1
We analyse critically	Level 2
We are innovative and open-minded	Level 1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills:	
Essential:	
Knowledge of data security standards and the relevance of these in the context of wider data risk management principles	
Sound understanding of legislation and best practice relating to data risk management, particularly Data Protection Act (2018)	
Knowledge of Microsoft Applications (Word, Excel, Powerpoint)	
Able to travel within and outside force area as required by role	
Desirable:	
Qualification in relevant subject (e.g. information security, cyber security, information risk management)	
Experience of working in a data security environment	
Understanding of Government and Policing data security standards (e.g. HMG Security Policy Framework, NCSC Cloud Security Principles, NPCC Community Security Policy)	
Competence in Microsoft Office 365 applications (Power Apps etc)	