



Role Profile

Vacancy Summary			
Job title:	Head of Cyber Security	Job reference:	HUM1110 518
Agency:	UK Debt Management Office	Team:	Business Delivery
Reporting to:	Head of Business Delivery	Closing Date:	14 th April 2024
Salary Range:	£80,000-90,000		
Contract Type:	Permanent		

About the UK Debt Management Office
The DMO is an Executive Agency of Her Majesty's Treasury. We are responsible for debt and cash management for the UK Government, lending to local authorities and managing certain public sector funds.

About the Role
<p>The role is to lead the DMO's Head of Cyber Security to manage the team responsible for supporting the IT Security Function supporting the DMO in all its business activities.</p> <p>The establishment and oversight of an organisation's approach to security including:</p> <ul style="list-style-type: none"> the secure use of information, cyber security and associated technology oversight of personnel security oversight of business continuity and resilience <p>Accountable for setting the strategic direction for security in an organisation, including:</p> <ul style="list-style-type: none"> keeping the Board, Accounting Officer and senior managers updated and aware of the organisation's security obligations including risks associated developing and delivering strategic improvement plans and how they fit into the overall organisation strategy active management of relevant corporate risks setting accessible and relevant policies that follow suggested relevant standards, legislation and regulations developing and maintaining the appropriate security culture within the organisation <p>The Head of IT Security will play an important role in the IT leadership team and will be expected to collaborate with other IT team leads (in particular the Infrastructure team) to ensure that the IT team operates on a 'one team' basis and that the DMO maintains strong operational resilience.</p>

About the Team

The Cyber Security team has a remit to manage cyber risk, protect against cyber-attacks, detect cyber events, and minimise the impact of cyber security incidents across the DMO, and the essential services it provides to the UK, in accordance with the UK National Cyber Security Strategy. It's part of the wider Business Delivery team, with a dotted line to the Chief Operating Officer, and currently consists of two roles.

Key Responsibilities/Accountabilities

- The candidate will need to contribute to the DMO's strategic plans to help ensure security and business continuity are duly considered and resourced.
- Provides and/or monitors the provision of security services into the organisation, including via other departments and third parties.
- Assures that the organisation's business processes are compliant with relevant legislation and policies, and that the organisation operates according to the principles embedded in relevant standards.
- Promotes policies, practices and decisions which recognise the current and evolving needs of all the stakeholders.
- Manage team resources in line with business activity;
- Supporting a business on the direction of their IT Strategy
- Applying the relevant IT tools to support an organisation
- Facilitating workshops, presentations at all levels and giving guidance to staff on all aspects of IT Security.

Sift Criteria

For this vacancy, we will use the [Civil Service Success Profiles](#) to assess you against the following Behaviours, Experience and Technical Skills:

Experience

- Experience in Heading Cyber Security
- Having had practical experience of
 - Supporting a business on the direction of their IT Strategy
 - Applying the relevant IT tools to support an organisation
- Practical experience of facilitating workshops, presentations at all levels and giving guidance to staff on all aspects of IT Security.
- Experience of producing good documentation to be shared with senior management
- Being a good communicator and can influence in a positive way, presenting both orally and written at board level
- Able to present technical and non-technical information to various audiences
- Produce and present high quality business cases
- Excellent project planning to meet targets set
- Sharing new information quickly and appropriately
- Keeps updated with technologies and new solutions

Technical skills

- IT knowledge of Security tools and patching;
- IT knowledge in the following areas: IT infrastructure set up, networking, storage and backup solutions, mobile, device management, telephony systems and virtualisation;
- Providing support to the organisation's infrastructure, including regular patching work as required;
- Project management;
- Ability to resolve issues quickly and efficiently using skills acquired in previous roles;
- Ability to contribute to the continuous improvement of the teams' methods and processes.

Behaviours

- Strong commitment to providing a quality service throughout DMO business operating hours and out of core hours;
- Strong inter-personal skills with ability to communicate effectively at all levels (both verbal and written); Highly structured, organised and meticulous approach to work, with strong analytical skills and an eye for detail.
- Strong inter-personal skills with the ability to simplify complex issues and communicate effectively at all levels.
- Ability to multi-task and consistently deliver solutions and proposals on time and to budget
- Strong self-motivation and able to take the initiative
- Good team player & Mentor
- Flexible and adaptable
- Risk aware

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria.

Interview Process

At interview stage, we will use the [Civil Service Success Profiles](#) to assess your behaviours, strengths, technical skills, experience and ability as part of the interview.

Behaviours	
<p>Behaviours:</p> <p><input type="checkbox"/> Seeing the big picture</p> <p><input type="checkbox"/> Changing and Improving</p> <p><input checked="" type="checkbox"/> Making effective decisions</p> <p><input checked="" type="checkbox"/> Leadership</p> <p><input checked="" type="checkbox"/> Communicating and Influencing</p> <p><input type="checkbox"/> Working Together</p> <p><input type="checkbox"/> Developing self and others</p> <p><input checked="" type="checkbox"/> Managing a quality service</p> <p><input type="checkbox"/> Delivering at pace</p>	

Strengths	<input checked="" type="checkbox"/>
<p>The interview panel will ask you questions about what you enjoy doing and what you do well and often. When looking at your strengths, we want to find out whether you, the organisation and the job will be a good fit. By ensuring that the role is the right fit for you, you are more likely to enjoy it and perform well.</p>	
Technical skills	<input checked="" type="checkbox"/>
<p>The interview panel will ask you questions about your understanding of technical and practical operation on a range of relevant areas</p>	
Experience	<input checked="" type="checkbox"/>
<p>The interview panel will ask you questions about what you have previously achieved or your knowledge in a particular field. The questions will relate to the areas of work outlined in the 'Key Responsibilities/Accountabilities' section above.</p>	
Ability	<input checked="" type="checkbox"/>
<p>The selection process may involve some skills, aptitude and psychometric testing for which you will be given prior notice.</p>	

Interview – Information for candidates

There will be a **one** stage interview process for this vacancy. Candidates will be invited for an informal discussion with the DMO's Chief Operating Officer Jim Juffs. This will give candidates the opportunity to find out more about the role.

Applicants for this post will be assessed against the elements of Success Profiles listed above. **Candidate guidance on Success Profiles, and how you will be assessed, is available here.**

- **Stage 1:** Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above.

Application deadline: 23:55 14/04/2024

Shortlisting: Week commencing 15th April 2024

Informal chats: week commencing 22nd April 2024

Interviews: Week commencing 29th April 2024

These dates are indicative and may change

Application details

To apply, please send a **CV and supporting statement** to Recruitment@dmo.gov.uk.

The candidates who are assessed, from the information provided as best meeting the requirements of the role will be invited to interview. **Please note that only candidates shortlisted for interview will be informed of the progress of their application. Feedback will only be provided to those invited to attend an interview.**

As part of our pre-employment security checks, if you are invited to interview, you will need to bring:

- Proof of identity, e.g. your **passport or driver's license**. Documents must be in date and valid.
- Proof of your National Insurance (NI) number, e.g. **letter from DWP confirming your NI number, or P60**

If you do not bring a UK passport, you will need to bring other documentation of your right to work in the UK, e.g. your visa, biometric residence permit or birth certificate. Now that we have concluded the Brexit transition period applicants from the EU must provide proof of their eligibility to work in the UK.

Further details regarding acceptable documents will be provided in the invitation to interview.

For more information on the DMO visit: www.dmo.gov.uk

Working arrangements

Location/Hybrid working

The post will be based at in the DMO's office in the City of London

We are an operational business and delivery of our Remit is a priority. We are a London based organisation and our contracts reflect that our place of work is our London office.

UKDMO is a flexible employer. We work in small teams and individuals have a say in how they do their work. Where employees have health or caring responsibilities we are empathetic to different situations.

We work a hybrid pattern. From 1st April 2024 our expectation is for employees to work remotely for 40% of their time and 60% of their time in the office. This is in line with the rest of the Civil Service and much of the private sector. We measure this over a rolling month so that individuals can plan their time, in agreement with their line manager, and in order to meet business need.

In agreeing how we work, UKDMO has to balance the need to meet all business objectives, including working collaboratively, with our understanding of individual circumstances.

Hours of work

- The working hours of this post are 36 hours per week excluding lunch breaks
- This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

Benefits

- Annual Leave - You will have an annual leave allowance of 27.5 days plus paid bank holidays.
- Civil Service Pension
- Subsidised gym membership
- Interest free season ticket loan
- Family friendly HR policies including paid maternity, paternity and adoption leave
- A working culture which encourages inclusion and diversity

Professional Qualifications, Training & Development

The DMO provides financial support to employees undertaking professional qualifications, skills training and development that are relevant to the role. The DMO will also pay individual subscriptions to professional bodies.

Probationary Period

You will normally be subject to a period of probation for the first six months of the appointment. The DMO may exercise its discretion in extending the probationary period by a further three months where considered necessary

Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance but the Department will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

Diversity

DMO has a strong commitment to equality and diversity. Our aim is to be a department which is open and accessible, recruiting and retaining a diverse, talented and high-performing people who support and develop one another.

We are a Disability Confident Employer. This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet the sift criteria set out for this post.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at HR@dmo.gov.uk.

Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign, for audit purposes only after which time it will be securely destroyed. All data is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

Civil Service Code

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants. The Civil Service Commission has two important roles in relation to the Civil Service Code. The Commission hears complaints under the Code from civil servants. The Commission also works with Departments to help them with their promotion of the Code.

The Civil Service Code outlines the core values of the Civil Service:

- Honesty
- Integrity
- Impartiality
- Objectivity

It describes the standards of behaviour expected of individual civil servants against each of these four values.

Complaints Procedure

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition. <https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint by contacting us at HR@dmo.gov.uk in the first instance. If you are not satisfied with the response you receive you can contact the Civil Service Commissioners via info@csc.gov.uk, alternatively they can be contacted at the following address: G/8, 1 Horse Guards Road, London, SW1A 2HQ.

