The Alan Turing Institute

INFORMATION ASSURANCE AND SECURITY OFFICER, DEFENCE AND SECURITY PROGRAMME

THE ALAN TURING INSTITUTE

There has never been a more significant time to work in data science and AI. There is recognition of the importance of these technologies to our economic and social future: the so-called fourth industrial revolution. The technical challenge of keeping our data secure and private has grown in its urgency and importance. At the same time, voices from academia, industry, and government are coming together to debate how these technologies should be governed and managed.

The Alan Turing Institute, as the UK's national institute for data science and artificial intelligence, plays an important part in driving forward advances in these technologies in order to change the world for the better.

The Institute is named in honour of Alan Turing, whose pioneering work in theoretical and applied mathematics, engineering and computing is considered to have laid the foundations for modern-day data science and artificial intelligence. The Institute's goals are to undertake world-class research, apply its research to real-world problems, driving economic impact and societal good, lead the training of a new generation of scientists, and shape the public conversation around data and algorithms.

After launching in 2015 with government funding from EPSRC and five founding universities, the Institute has grown an extensive network of university partners from across the UK and launched a number of major partnerships with industry, public and third sector. Today it is home to more than 500 researchers, a rapidly growing team of in-house research software engineers and data scientists and a business team.

BACKGROUND

The Alan Turing Institute has ten Programmes of scientific research in key areas of AI and data science, each led by a Programme Director. There are also a small number of significant programmes of activity which sit across several research Programmes.

This role works with the Institute's Defence and Security Programme and is responsible for management of the security aspects of the Programme.

This is an exciting time to join this interesting programme, which is experiencing significant growth and offers the opportunity to gain substantial professional experience in a friendly and supportive work environment.

DEFENCE AND SECURITY PROGRAMME

The Alan Turing Institute's Defence and Security has three aims – to support defence and national security agencies to keep societies and citizens safe; to protect the privacy and security of citizens, institutions and industry; and to contribute to the global good by enabling societies around the world to derive benefit and prosper from emerging technology. To achieve these aims, the programme has formed long-term strategic partnerships, with the UK Government defence and security organisations, and a range of academic and industry partners.

The Defence and Security team plans, implements and manages millions of pounds of data science and AI research, and training and knowledge exchange programme initiatives, ensuring research outcomes meet business requirements, are to specification, and delivered on time and within budget.

ROLE PURPOSE

The Information Assurance and Security Officer will design, implement and manage the Defence and Security programme's security function in accordance with the requirements of the Security Management Plan and associated policies. You will assist with the protection of programme information and data through policy, procedural, technical and physical enhancements.

This role reports to the Information Security Manager in the IT and Information Security unit and works closely with the Defence and Security Programme's scientific leadership and Programme Management Unit, in addition to academic and

industry partners and funders. The incumbent will also collaborate with the Institute's IT specialists and the Data Protection Manager to ensure compliance with relevant technology security and data protection policies.

This role may be suitable for someone who has worked previously in a security role, such as a junior Information Assurance or Government Unit Security Officer position or has experience or knowledge of assuring and/or auditing the security of an organisations online and physical information and data assets, and the administration of personnel security also.

The Information Assurance and Security Officer will work both remotely, and in person at the Institute's London office in accordance with the Turing's Hybrid Working policy. As this role sits within the IT & Information Security unit, this requires attendance at the office 2 days per week.

DUTIES AND AREAS OF RESPONSIBILITY

- Develop and maintain up-to-date Security Management Plans (SMP) on behalf of the Institute's Defence and Security Programme, and its government, academic and industry partners.
- Maintain and control other security documents as required, such as asset, information and risk registers.
- Design and implement new foundational business and operational processes and procedures to ensure compliance with the requirements of the SMPs, and the associated Institute technology security and data protection policy.
- Produce regular reports on programme security activities and risks for internal stakeholders, and external partners and funders in accordance with contractual terms and conditions.
- Provide information assurance and accreditation support and advice to the Defence and Security Programme Director, Programme research leadership and Senior Programme Manager.
- Support the monitoring of Programme's security risks and vulnerabilities, and implement appropriate mitigations as needed.
- Assist with raising awareness of key Defense and Security Programme security-related risk, issues and initiatives.

If not already held, successful candidate will be willing to undertake the SC clearance process once in post. Eligibility criteria and further information on the process can be found on the UK Government security vetting website. Successful candidates will be subject to a Dstl research workers form check at the offer stage.

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities. This job description is written at a specific time and is subject to changes as the demands of the Institute and the role develop.

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PERSON SPECIFICATION		
Skills and Requirements Post holders will be expected to demonstrate the following	**Essential (E)** **Desirable (D)**	**Tested at application (A)** **Tested at interview (i)**
Education/Qualification		
Degree, Diploma or equivalent level of professional qualifications and/or experience	E	A
Relevant experience in information assurance and security administration or management	E	A
Vocational training, such the completion of a course in Information Assurance/Security Management or Administration, or similar	D	A
Knowledge and Experience		
Strong management and organisational skills: the ability to plan, execute, and manage numerous security management activities in an organised fashion	E	A, I
Experience of SharePoint, or other data management tools and secure access applications such as VPN software is desirable	D	A
Experience in managing internal and external stakeholders	E	A
Understanding of information assurance and security governance, and risk management processes and methods.	E	I
Experience or knowledge of handling, storing, recording, auditing and documenting of sensitive information and data.	E	A/I
Communication		
Clear and effective communication skills (oral and written) with the ability to adapt style to suit a wide range of people and audiences	E	I
Team Work and Motivation		
Able to support a team and work independently as needed.	E	I
Proactive approach to managing stakeholders and identifying opportunities for collaboration	E	A, I
Decision Making		
Ability to independently make decisions, to escalate decisions when appropriate and to make credible recommendations at pace.	E	I
Work with others to make collaborative decisions that may be operational or strategic in nature.	D	I
Planning and Organising		
Ability to balance competing priorities with minimal direction while maintaining a high standard of accuracy and attention to detail	E	I

Initiative and Problem Solving		
Uses judgement to analyse and solve problems and take action to prevent recurrence of problems.	E	I
Other Requirements		
Ability to obtain and maintain a UK security clearance (SC)	E	A, I
Commitment to EDI principles and to the Organisation values	E	I

OUR VALUES

The Alan Turing Institute is committed to equality diversity and inclusion and to eliminating discrimination. All employees are expected to embrace, follow and promote our EDI Principles and Our Values.

Our values

Trust
We create an environment where we have trust and can be trusted

Inclusivity
We expect our Turing community to contribute to a culture that is inclusive and free of barriers

Respect
We all have different roles, priorities and challenges but our shared purpose is the same

Leadership
Leadership is everyone's business; Turing leaders set the right tone and lead by example

Transparency
Everyone should understand the how and the why of our decisions and actions

Integrity
We are all ambassadors for the Turing's mission of changing the world for the better

APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant portal and complete the application form including your CV and covering letter. If you have questions about the role or would like to apply using a different format, please contact us on 020 3862 3536, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: SUNDAY 12 MAY 2024, AT 23:59 (UK, BST)

TERMS AND CONDITIONS

This full-time post is offered on fixed-term basis until December 2025. The annual salary is £ 45,000 to £48,000 plus excellent benefits, including flexible working and family friendly policies, https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits

Must be eligible to hold a UK SC clearance and secure SC clearance within 6 months of the commencement of their employment, or in such longer period as the Institute may in its absolute discretion consider reasonable to obtain such clearance.

Successful applicants will be subject to a DSTL research workers check at the offer stage.

EQUALITY, DIVERSITY AND INCLUSION

The Alan Turing Institute is committed to creating an environment where diversity is valued and everyone is treated fairly. In accordance with the Equality Act, we welcome applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sex and sexual orientation.

We are committed to making sure our recruitment process is accessible and inclusive. This includes making reasonable adjustments for candidates who have a disability or long-term condition. Please contact us at adjustments@turing.ac.uk to find out how we can assist you.

Please note all offers of employment are subject to obtaining and retaining the right to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.

Full details on the pre-employment screening process can be requested from HR@turing.ac.uk***.***