

SERIOUS ORGANISED CRIME AGENCY

ROLE REQUIREMENTS PROFILE

Directorate:	Corporate Services
Role Title:	iSM Special Services Officer
Post Code:	P06860
SOCA Grade:	SG4
Location(s): Is this work geographically dependent?	NO
Aim of the role:	To provide and try to improve services of an integrated range of IT and Communication services to all areas of SOCA with emphasis on the covert operational areas with secure products and processes.

1. Key responsibilities/accountabilities: (5 Most Impactive)

To share responsibility with and deputise for the iSM Special Services Manager in the management of security of information systems and services within the organisation, ensuring they comply with the policy and procedures of SOCA.

To provide advice to the iSM Service Management Team and to SOCA on all matters relating to security in the operation of IT & Communications systems.

To assist the Service Delivery Team in providing information systems and service solutions for special requirements and at off-site locations.

To help manage the supply and distribution of crypto material within the organisation.

Effective and efficient supervision of a diverse team of people to deliver and support IT and Communications services and equipment.

2. Key behavioural competencies required - against competency framework:

Negotiating and influencing - B

Teamworking - B

Openness to change - B

Problem Solving. - B

Community and customer focus – B

Effective Communication - B

3. Key technical skills required: (including specific accreditations/specialist knowledge)

Knowledge of MPS (Manual of Protective Security)

Knowledge of CESG IS (Information Standards) particularly No, 4

ITIL qualification at least foundation level.

Knowledge of MS Desktop applications to intermediate level.

(Full and Clean driving licence??)

4. If you could not develop an individual into this role within 6 months please explain why?

Vetting status: Selected candidates will need to successfully complete DV vetting.