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| **TITLE:**  Information Assurance Analyst | | |
| **TEAM/PROGRAMME:** Information Security andData Protection | **LOCATION:** UK (London or Remote) or any existing Save the Children International Regional or Country office worldwide. | |
| **GRADE**: C; Mid-Senior Level | **CONTRACT LENGTH:**  Permanent | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  As SCI’s Information Assurance Analyst, you will support the Information Assurance team in delivering services to a wide range of stakeholders and helping to ensure that there is a single, end-to-end view of all business processes, including the interactions with teams, systems and third parties. You will be responsible for providing specialist advice and guidance to the business and coordinating activities concerning information assurance matters. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Information Assurance and DPO (HoIA)  **Staff reporting to this post:** None  **Budget Responsibilities:** None  **Role Dimensions**: This role works alongside Information Assurance Analyst and Governance, Risk and Compliance (GRC) Manager in SCI’s Information Security and Assurance Team. Save the Children International has around 18,000 staff, based in London, the 5 regional offices and 54 country offices. Save the Children is a federated organisation, with 27 Member Organisations. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Develop and lead Information Assurance initiatives within Save the Children International (SCI) on behalf of the HoIA with responsibility for timely and efficient execution of those initiatives. * Support Country Offices (COs) with information security (IS) supplier and information system risk assessments through liaison with CO Data Protection Focal Points (DPFPs), Country Directors and other CO staff * Help CO business leads and DPFPs develop remedial action plans and ensure these actions are implemented * Develop and deliver information assurance training and guidance content for Centre and CO/RO functions. * Update and maintain information asset and vendor inventories and the register of processing activities (ROPA) through liaison with a wide range of stakeholders. * Identify, assess and document risks in respect to the processing of information both within and across business functions. Communicate areas of concern to process owners. the HoIA and GRC Manager. * Develop, update and implement Global Information Assurance policies, procedures and guidance. * Investigate and manage information assurance incidents on Datix * Provide specialist information assurance advice and guidance to Centre functions as well as CO and ROs * Contribute to external assessments and audits of Save the Children’s Information Security and Assurance function * As necessary, contribute and / or manage other IS related activities | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Degree, diploma or certification related to information governance. * Practical knowledge of information security gained within a project environment. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Sound knowledge of ISO/IEC 27001 and NIST * At least two years of experience working with process analysis and documentation in a information security programme or project environment * Comprehension of IT infrastructure, network systems, and information management systems * Capability to convey technical information effectively to non-technical stakeholders in a clear and comprehensive manner. * Ability to work with a range of business stakeholders to understand and articulate their activities in line with defined standards * Good verbal and written communication skills * Self-motivated, with a proactive and collaborative approach, and a strong results orientation * A commitment to the mission, vision and values of Save the Children | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Pratigya Bhattarai | | **Date:** 10/10/2023 |
| **JD agreed by:** Gareth Packham | | **Date:** 30/10/2023 |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |