JOB DESCRIPTION

Job Title: IT Risk and Governance Manager

Grade: E

Department: IT Department

Main purpose of job:

The IT Risk and Governance Manager will play a crucial role in maintaining the integrity and security of our IT systems. Reporting directly to the CISO, you will own the management and administration of IT risks, lead the IT audit and assessment program (including PCI DSS, SWIFT, and Cyber Insurance), and ensure the Business Continuity Planning (BCP) documents are updated and effective. This role will involve effective collaboration across IT Management to facilitating governance activities, and ensure the accurate and timely reporting of IT Risk and Governance MI for executive stakeholders.

Responsible to: Group Chief Information Security Officer (CISO)

Budgetary responsibilities: n/a

Responsible for (staff/jobs): n/a

Key Job Responsibilities:

IT Audit and Assessment Management:

- Collaborate with relevant stakeholders to create, own and maintain a forward plan for various audit, risk and governance activities, including internal audits, external audits, IT assessments, DR and IT BCP tests and policy review schedules.
- Co-ordinate and facilitate the execution of IT audits and assessments, including but not limited to PCI DSS, SWIFT, and Cyber Insurance.
- Measure and report adherence to IT risk management policies and procedures, making recommendations for improvements where necessary, to ensure compliance with relevant industry standards, regulations, and best practices.

IT Risk Management:

- Own and maintain the IT risk register, risk acceptances, risk assessments and associated risk artifacts, ensuring they are kept updated, all identified risks have owners, are appropriately assessed, categorised with an agreed and documented treatment plan.

- Collaborate across IT and group Governance teams to identify, register and document emerging risks, and status of planned remediation for existing risks, for escalation and management reporting.

BCP Documentation:

- Maintain and update the IT Business Continuity Plan (BCP) documents, ensuring they reflect current business processes and IT systems.
- Ensure IT staff are aware and prepared for BCP through, communication, documentation and testing exercises.

IT Governance Reporting and MI:

- Work closely with IT senior management to ensure all IT risk, governance and assurance reporting artifacts are up-to-date, accurate and available for IT governance and organisational executive stakeholder meetings.

IT Departmental Process Owner:

- Take ownership of specific IT departmental policies and processes, such as Fire Evacuation procedures, Recruitment processes, Data Protection Impact Assessments (DPIA), Records of Processing Activities (ROPA), External Data Transfers, Disaster Recovery (DR) call tree, and IT departmental DR processes.
- Manage and enhance these processes to ensure efficiency and compliance.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: CAF values and indicative behaviours for the CAF Values and Behavioural Indicators.

Dated: Oct 2023

PERSON SPECIFICATION

Job title: IT Risk and Governance Manager

Date: October 2023

Attributes	Essential	Desirable	How Evidenced
Experience			
• Educated to a high standard.	✓		EC
• Relevant certifications in governance, compliance (e.g., CISSP, CISM, CRISC) are a plus.		✓	EC
• At least 2 years' experience in IT risk management, audit, and compliance, ideally in a similar industry or environment.	✓		EC
• Strong understanding of IT Governance standards and frameworks (e.g., ISO 27001, NIST, COBIT).		✓	EC
• Knowledge of current IT technologies, including cloud services including Microsoft Azure and M365	✓		EC
Specialist Skills/ Ability/Knowledge			
• Strong organisational and planning skills to manage multiple schedules and activities effectively.	✓		EC
• Attention to detail and ability to produce accurate documentation and reports.	✓		EC
• Critical-thinking and problem-solving abilities to analyse risks from multiple angles.	✓		EC
• Proficiency in Microsoft Office suite, especially Excel, PowerPoint	✓		EC
Communication			
• Excellent communication skills for effective interaction with stakeholders at various levels.	✓		EC
• Detail-oriented with strong organisational skills for maintaining accurate documentation.	✓		EC
• Ability to work independently and collaboratively in cross-functional teams.	✓		EC
Personal Qualities			
• Self-starter / highly motivated	✓		EC
• Strong problem solving and investigation skills	✓		EC
• Strong analytical and interpretive skills	✓		EC
• Adaptability to changing priorities and evolving landscapes.	✓		EC
Prior to Appointment			
• Credit Check	✓		R/E
• Dow Jones Check	✓		R/E
• Basic DBS Check	✓		R/E
• Employment References	✓		R/E
• Medical Clearance	✓		R/E
• Right to Work in the UK	✓		R/E
• Credit Check	✓		R/E
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Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment