



Information Security Specialist

Permanent, full time role

C&C Group, Whyteleafe, Surrey

£40,000 to £45,000 depending on experience and skillset

About C&C Group

C&C Group are a well established software and business process outsourcing company. We work predominantly in the utility and pharmaceutical sectors with many blue-chip clients across a diverse portfolio of software products and services. At C&C Group, we provide a personal service to our customers. This customer-focused approach has enabled us to attract and retain business from a wide range of prestigious organisations across the UK and abroad.

C&C Group's company values are focused on delivering excellence in everything that we do. For us, it's not just about the physical products that we supply, but more about the overall solution we deliver and the way in which we deliver it.

Job Brief

We are currently seeking an Information Security Specialist to work alongside our Information Security Manager.

You will play a critical role in maintaining and developing the Company's Information Security Management System (ISMS), analysing and preventing IT threats, preserving the integrity of data assets and ensuring compliance with legislation, such as ISO27001 and GDPR. The successful candidate will also have responsibility of leading audits, undertaking appropriate training to staff and providing advice and assurance to stakeholders regarding Information Security matters.

Responsibilities

- Regular reporting to the Information Security Manager in respect of the Company's ISMS and Information Security related projects and issues.
- Reviewing the present Information Security Framework, creating a roadmap for improvements and managing the continual service improvement process (CSIP).
- Developing and maintaining the information security policy and accompanying standards, procedures and guidance.
- Delivering defined controls and their distribution to relevant teams within the Company.
- Investigating security incidents and producing reports with recommendations for any remedial action.

- Undertaking risk assessments and managing treatment plans.
- Engaging with external auditors and the co-ordination of internal and external audits in accordance with ISO27001 accreditation requirements.
- Interacting with the HR team to ensure the JML processes are adhered to and records kept for future audits.
- Ensuring the Company's continuous adherence to relevant laws, regulations and guidelines, as well as developing implementing / developing supporting policies.
- Delivering training, including change, incident, audit, document and supplier management and conducting employee induction processes relating to Information Security.

Requirements

- Proven track record working with Information Security Management Systems, ideally with ISO27001.
- Experience of undertaking legal and regulatory compliance, including the Data Protection Act, GDPR and ISO27001.
- An understanding of information life-cycle management.
- Practical experience and involvement with audits.
- Experience of providing staff training around Information Security.
- Understanding of security threats and compromise methods and experience of creating documentation of IT Security Controls.
- Self-managing / autonomous.
- Excellent communicator able to liaise with customers and colleagues in a professional and courteous manner.
- Pays attention to detail and accuracy, and handles all matters in a confidential manner.
- Demonstrates passion and enthusiasm and a good team player willing to support others.
- Good working knowledge of Microsoft Office and applications, including Excel.

What we Offer

As well as a competitive salary and proven opportunities for career advancement, we offer:

- 25 days holiday per annum (plus Bank Holidays)
- Private Pension Scheme (after completion of probation period)
- Comprehensive Private Medical Cover (after completion of probation period)
- Free on-site parking
- Relaxed and friendly working environment

Working hours are 37.5 per week, Monday to Friday working between 08:30 and 18:30 (generally 09:00 – 17:30) with one hour for lunch, although extended hours may be required to meet customer requirements.