



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Chief Information Officer		
<b>Reports to:</b>	Director of Commercial Services and Development	<b>Department:</b>	Development and Commercial Services
<b>Grade:</b>	A	<b>Job Code:</b>	TBC

## Job Purpose:

Responsible for establishing the Chief Information Officer function and identifying and delivering an overall IT Strategy and programme of cyber security improvements for the Falkland Islands Government.

## Main Accountabilities:

### IT

- Creation of a Falkland Islands Government (FIG) IT Strategy, after a comprehensive review and gap analysis of all current Government IT arrangements. Review to include FIG current IT policies, systems architecture, records and data systems.
- Lead the delivery of the FIG IT Strategy, once approved. To include internal IT development, records and data systems, policies etc.
- Develop strategy and programme for prioritised replacement of all FIG databases. Implement procurement & delivery.
- Provide guidance and training to Government departments on all aspects of information security and oversee the roll out of secure operating procedures for Government systems.
- Form and lead a working group comprised of representatives from key Critical Information Infrastructure (CII) organisations (including telecommunications, banking and IT services).
- Build and manage the relationship between government and the commercial providers of CII in all matters relating to information and cyber security.
- Develop major incident procedures for FIG IT.
- Advise on IT requirements for all strategic FIG development and major projects

### Cyber Security

- Develop and implement a Falkland Islands cyber security strategy, policy and procedures.
- Develop and lead the delivery of prioritised cyber security capacity building initiatives.
- Advise on cyber security standards and support the regulators and commercial department in the application of standards in key sectors.
- Establish and regularly repeat a cyber security risk assessment process to track and manage cyber security risk to critical national infrastructure and essential digital services on the Islands.



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## Main Accountabilities continued:

### Cyber Security continued

- Compile and maintain a cyber security risk register for the most critical risks.
- Conduct regular audits of critical systems.
- Establish a cyber security incident management function.
- Instigate a programme of cyber security testing and exercising for Critical Information Infrastructure.
- Liaise with the UK National Cyber Security Centre, FIG Chief Executive, & Director of Development & Commercial Services as required on cyber threats requiring onward discussion with MOD/FCDO

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

## Additional Information:

The Falkland Islands Government is responsible for the full range of services provided by a national level government, but also those services which are typically provided by Local Government, Health Authorities and Non-Governmental Organisations (NGO's) elsewhere.

The remit of the role therefore is very broad which gives a challenging and stretching opportunity for the successful applicant. There are also clear opportunities for on-going efficiencies and change. This combined with the operational demands make for a very busy and essential role. The successful candidate will have excellent relationship skills, commercial experience, and the ability to drive transformational change and deliver significant business benefits. The candidate will be expected to identify resources necessary to implement agreed IT proposals within the new IT Strategy.

## Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Security Clearance will be sought for the successful candidate

### Nationality Requirements

Due to the involvement in national security matters applicants must be British Nationals who are able to obtain appropriate security clearances for the role.



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<b>Person Specification:</b>	Chief Information Officer		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Education and Training:</b>			
Bachelor's degree or equivalent in a relevant subject.	✓		A
Relevant cyber security professional qualifications including ISO 27001 lead auditor, CISSP, CISM, NCSC certified professional or equivalent.	✓		A
A Master's degree or equivalent level of relevant work experience in a senior role at a similar level	✓		A
<b>NB Equivalent combinations of educational qualifications and experience may be considered.</b>			
<b>Knowledge, Skills and Experience:</b>			
Significant experience (10+years) in a senior cyber and information security leadership and delivery role.	✓		A/I
Extensive experience of cyber security risk assessment and the implementation of tailored technical and procedural risk mitigation measures (e.g. the NCSC 10 steps to cyber security).	✓		A/I/R
Demonstrable experience (10+years) of IT strategy development and implementation at a senior level.	✓		A/I/R
Demonstrable experience in the successful application of cyber security best practice at the national, regional or enterprise level.	✓		I/R
Strong interpersonal skills, able to win confidence and carry credibility.	✓		I/R
Effective communication skills, both oral and written, including the ability to deliver effective presentations and engage pro-actively and constructively with diverse audiences and to communicate confidently with all levels of stakeholders.	✓		A/I/R
Ability to argue persuasively and influence decision makers.	✓		I/R
Ability to present complex information effectively to lay audiences and produce concise and insightful high level briefings and research reports.	✓		A/I/R
Ability to work successfully in a complex political and stakeholder environment.	✓		I/R
Ability to analyse numerical and written data, assess and draw appropriate and relevant conclusions.	✓		I
Significant experience of assurance and compliance in regulated environments.	✓		I
Demonstrable ability to plan over short, medium and long term time horizons and adjust plans and resource requirements accordingly.	✓		I



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<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Knowledge, Skills and Experience continued:</b>			
Ability to work effectively on own initiative under the remit set by a strategic steering group.	✓		I/R
<b>Education and Training:</b>			
Proven experience of working corporately in a complex multi-service organisation and of leading and delivering complex change and transformation projects in a politically sensitive and changing economy.	✓		A/I/R
Ability to think creatively to develop new concepts, policies and solutions to identified problems.	✓		I/R
Demonstrable evidence of creation and delivery of innovative digital solutions.		✓	I/R
Experience of working with public and private sector CNI owners and developing and applying appropriate cyber security standards.		✓	A/I
Knowledge/experience of Falkland Islands Government structures and decision making processes.		✓	I
Possess or willing to undergo SC level of security clearance and act as a conduit for sensitive threat intelligence and confidential information.		✓	A
<b>Personal Attributes:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Highly motivated and able to work on own initiative.	✓		I/R
Demonstrated commitment to high quality service delivery.	✓		I/R
A practical and strategic approach to work.	✓		I/R
Self-reliance and resilience.	✓		I/R
Results orientated and takes personal accountability for delivery.	✓		I/R
Sound judgement when evaluating political, social and economic impact issues.	✓		I/R
Strong political sensitivity and awareness.	✓		I/R
Awareness of sensitivity of information in a small community.	✓		I
Adaptability to working in a small, remote community.	✓		I/R
Ability to identify pragmatic solutions to complex problems.	✓		I/R
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

**Method of assessment:** A - Application Form I - Selection Interview R - Reference