Role Profile

Security & Compliance Manager

|  |  |  |  |
| --- | --- | --- | --- |
| **Location:** | Howick Place, London, UK |  |  |
| **Department:** | Security & Compliance | **Division:** | Global Exhibitions |
| **Reports to:** | Architecture & Governance Director |  |  |

## Job Purpose:

As the Security & Compliance Manager, you will assist the Architecture & Governance Director to oversee all security and compliance operations within the Global Exhibitions (GE) division of Informa Plc. Your main duties will be, to form key controls around Security & Compliance across IT processes in the GE landscape as well as manage the day to day operational security elements within the division. This includes but is not limited to internal self-assessments for technology minimum expected practices (TMEP), PCI DSS Compliance, Business Continuity and Information protection, Security Incident response, Vulnerability and Penetration testing of our web estate.

## job accountabilities:

Main Duties & Responsibilities:

* Security and Risk assessments across vendors & IT Systems.
* Creation and implementation of Standards related to security & compliance policies
* Monitoring and Reporting of relevant business IT Systems for security and compliance best practises
* Security & Technology Minimum Expected Practises self-assessments
* Plan and coordinate PCI compliance assessments.
* Working with the Group Compliance team to implement key regulatory compliance around data protection.
* Manage security awareness campaigns within the division.
* Work actively with both technical and non-technical teams to ensure adoption & maintenance of Information Security related activates.
* Represent GE at the cross-divisional Information Protection Management Forum (IPMF)
* Work with internal audit to conduct compliance and security assessments; analyse audit findings to improve compliance and governance of IT controls as well as coordinating remediation activities within GE IT Teams.
* Implement and maintain Business Continuity Plans across GE
* Conduct regular vulnerability & penetration testing across all public facing websites, working with web teams & 3rd parties to remediate any vulnerabilities.
* Be the first responder to any Information Protection incidents.

Person Specification

Essential

* Clear and abiding interest in information security
* Good understanding of PCI DSS, Data Protection Act, ISO27001, ISO27002
* Knowledge of data protection policies, procedures, and products
* Ability to take to the lead in identifying areas for improvement and recommending how to improve them.
* Ability to work across a global business and time zones
* Ability to communicate effectively both orally and in writing
* Excellent documentation skills and attention to detail

Desirable

* A degree from an accredited university in computer science or relevant information security, IT operations or programme management experience.
* Working knowledge of Service-Now Service management tool
* Security certification (SSCP, CISSP, CISM)