



# Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

## JOB PROFILE

<b>Post:</b>	Information Security Manager
<b>Grade:</b>	Band F-G
<b>Hours of Work:</b>	Average of 35hr per week. It is expected that hours of work will be determined by the nature and requirement of the Bank and will include weekend/after-hours work.
<b>Location:</b>	Bank of St Helena Office premises or other sub-offices/ branches as these are developed.
<b>Job Purpose:</b>	Responsible to the IT Manager for establishing and maintaining the Bank's vision, strategy and program to ensure information assets and technology are adequately protected.
<b>Reports to:</b>	IT Manager
<b>Supervision:</b>	None
<b>Job Outline:</b>	<ol style="list-style-type: none"><li>1. Responsible for the ongoing implementation to achieve ISO/IEC 27001/2 information security standards;</li><li>2. Responsible for the Bank's cyber security risk management and compliance;</li><li>3. Responsible for directing staff on identifying, developing, implementing and maintaining processes across the Bank to reduce information and Information Technology (IT) risks;</li><li>4. Ensure Information regulatory compliance (PCI DSS and GDPR);</li><li>5. Lead on the Information Security Group to ensure the definition, implementation and monitoring of information security conforms with the security objectives of the Bank;</li><li>6. Lead responsible to the Security Incident response team. Respond to, and manage security incidents;</li><li>7. Responsible for the Bank's business continuity strategy and ensuring the implementation of disaster recovery and business continuity management strategic objectives;</li><li>8. Responsible for ensuring the physical security of Bank buildings;</li><li>9. Promote Information security awareness by developing and implementing a security awareness training programme in partnership with the IT team and HR Manager;</li><li>10. Provide information security advice, assessments and recommendations on procurements, projects and new initiatives;</li><li>11. Maintain knowledge on emerging security trends, risks, new guidance or standards (internal and external) and security enhancing technologies;</li><li>12. Work with stakeholders to develop relationships to help promote and improve information security;</li></ol>

**Head Office: Market Street · Jamestown · St Helena Island · STHL 1ZZ**

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Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the Company Ordinance, 2004 and the Company Regulations, 2004



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13. Provide input into the wider development of the Bank's Security Policies and business planning processes for the Bank;
14. Any other duties delegated by the IT Manager. This could also include working within other Sections of the Bank as service needs arise.

## **Person Specification (*skills, attitudes, qualifications and experience*)**

### **Skills & Attitude:**

- Ability to lead and deliver change and contribute to culture change successfully;
- Ability to deal with people in a professional manner and the ability to influence at staff at all levels on matters relating to security and information risk;
- Excellent verbal and written communication skills;
- Keen eye for detail;
- Maintain confidentiality and ensure data protection;
- Good organizational skills;
- Ability to work independently as well as part of a team;
- Positive attitude towards learning and development demonstrated by commitment to personal and professional development;
- Ability to manage time and priorities appropriately;
- Good working knowledge of information risk analysis/management.

### **Qualifications/Experience:**

1. Information security certifications (desirable);
2. Project Management qualifications or experience;
3. A good knowledge of information security standards i.e. ISO/IEC 27000 series, GDPR, PCI DSS);
4. Understanding of, and practical experience in applying Data Protection principles and other related legislations, standards and codes of practice;
5. Minimum GCSE English and Mathematics with grade C or above.

### **Special Conditions:**

- Meeting deadlines, which will mean working outside normal working hours;
- Being called out to manage bank security issues;
- Dealing with irate/awkward customers.



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