

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Faculty of Medicine, Health and Life Sciences - Medical School
Job Title:	Compliance Officer
Department/Subject:	Data Science Building
Salary:	Grade 7 £32,982 - £37,099 per annum together with USS pension benefits
Hours of work:	Full time 35 hours per week
Number of positions:	3
Contract:	This is a fixed term position for 12 months
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	<ol style="list-style-type: none"> 1. To assist the Information Security and Compliance Manager (ISCM) in the delivery of essential compliance monitoring tasks across the SAIL and SeRP programmes. 2. To support the information security team in maintaining an Information Security Management System (ISMS) that meets external requirements and benefits the organisation 3. To administer a range of functions across the Information Security team, supporting the ISCM in the generation of actions and evidence which are fundamental to the continual success and improvement of the ISMS.
General Duties	<ol style="list-style-type: none"> 4. Lead the review and update of information security policies/internal operating procedures across SAIL/SeRP to ensure compliance with ISO 27001 5. Evaluating information from security and operational systems (eg. JIRA, risk register, asset registers etc) for identifying non-conformities, non-compliance with standards, security incidents etc. 6. Maintain information security action logs (such as the outputs from internal committees and internal audit action register) and follow up outstanding items with colleagues responsible for progressing these items. 7. Chair compliance related committees and groups (e.g. internal audit committee), including setting the agenda and approving minutes and actions. 8. Undertake internal audits, including identifying areas to audit, scheduling annual audit programmes of in-scope areas, and ensure outcomes are reported and actioned. 9. Support the ISCM in responding to information security incidents, undertaking follow up actions and ensuring appropriate records of events are maintained for evidence. 10. Working under own initiative, identify opportunities for improvement within policies and processes that are drafted and owned by senior management, to ensure objectivity across the whole range of documents within the ISMS. 11. Coordinate and facilitate access to secure areas for contractors or Swansea University estates and facilities management, ensuring all access to the building is provided in line with physical security standards. 12. Conduct inductions for new staff members to ensure that they are fully equipped and aware to allow them to adhere to their information security responsibilities. 13. Support the ISCM in developing and delivering the annual all-staff awareness programme. 14. Adhere to information security polices and to constantly assess levels of adherence across the organisation. 15. To fully engage with the University's Performance Enabling and Welsh language policies 16. To promote equality and diversity in working practices and to maintain positive working relationships. 17. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 18. Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition. 19. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. 20. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.



Professional Services Values	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>We are Professional</p> <p>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p>We Work Together</p> <p>We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p>We Care</p> <p>We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
Person Specification	<p>Essential Criteria:</p> <p>Values:</p> <ul style="list-style-type: none">• Demonstrable evidence of taking pride in delivering professional services and solutions• Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.• Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <p>Qualification:</p> <ol style="list-style-type: none">1. Educated to degree level or equivalent experience in a compliance driven sector. <p>Experience:</p> <ol style="list-style-type: none">2. Experience of working in a controlled, secure environment where sensitive data is subject to physical and operational controls.3. Experience of managing and developing compliance processes and standards.4. Experience of conducting structured audits and reporting outcomes. <p>Knowledge and Skills:</p> <ol style="list-style-type: none">5. Comprehensive understanding of ISO27001 and DEA processer accreditation and their application within a secure data research environment.6. Good understanding of the aims and objectives of the SAIL Databank and Secure eResearch Platform (SeRP) programmes.7. Excellent communication skills, verbal and written8. Ability to use own initiative and to work independently and as part of a team9. Good organisational and time management skills with the ability to prioritise tasks and work to tight deadlines10. Ability to interpret complex policies/processes and subsequently advise staff on how to apply these in their own working practices



	<p>11. Ability to objectively assess the work of senior colleagues and confidently communicate opportunities for improvements</p> <p>12. Excellent attention to detail to ensure accurate and timely information management</p> <p>13. Excellent IT skills especially in the use of compliance/audit programs e.g. JIRA, SNIPE, ISMS online</p> <p>Desirable Criteria:</p> <ol style="list-style-type: none">1. Ability to communicate in Welsh2. Experience of conducting staff inductions/training sessions3. Good understanding of relevant information security legislations and how this relates to the operation of a secure data research environment
<p>Welsh Language Level</p>	<p>Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p>
<p>Additional Information</p>	<p>Informal enquiries: Rob Garlick – rob@chi.swan.ac.uk</p>

