

Role Title

Senior Information Security Manager

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Exams	7	Beijing / Shanghai	2-year fixed term	Director Exams IT Service

Role purpose

This is a dedicated role in Exams IT Services team to manage the information security strategy and related activities: e.g. security hardening, privacy management, internal security audit, operation process review. This role is also critical to closely work with Global Information Governance and Risk Management team to ensure the operation and systems management in China is compliance and following the global guideline.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust. We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The British Council operates under three legal entities in China. 1) We operate as the Cultural and Education Section of the British Embassy in Beijing and Cultural and Education Section of the British Consulate-General in Shanghai, Guangzhou, Chongqing and Wuhan. 2) Our Exams work across China operates as a Wholly Foreign Owned Enterprise - BC Education Consulting (Beijing) Company Ltd (BC 教育咨询 (北京) 有限公司)/ BC Education Consulting (Beijing) Co. Ltd Chongqing Branch (BC 教育咨询 (北京) 有限公司重庆分公司) / BC Education Consulting (Beijing) Co. Ltd Guangzhou Branch (BC 教育咨询 (北京) 有限公司广州分公司) / BC Education Consulting (Beijing) Co. Ltd Shanghai Shenyu Education Technology Branch (BC 教育咨询 (北京) 有限公

司上海申宇教育科技分公司). 3) We also operate as the Ying He Advertising (Beijing) Company Limited (英合广告(北京)有限公司). This position will be employed by BC Education Consulting (Beijing) Company Ltd (BC 教育咨询(北京)有限公司)

Main opportunities/challenges for this role:

- Work with the information security professionals at global level
- Participate in the penetration tests for applications
- Lead the Information security strand in Digital transformation for critical business units in China Exams

Main Accountabilities:

- Overall manage the information security strategy, policy and project together with IGRM (Global Information Governance and Risk Management department) for China Exams operations
- Lead on the information security projects for improving Exams IT Service nationally, e.g. develop security framework for development projects, hardening existing systems.
- Lead on the engagement with technical partners and business partners
- Provide professional consultancy to projects or operations in order to improve the information management in exams operations.
- Lead on the technical investigation, incident management, communication and analysis on information security risk or issues.
- To establish an effective information security system to conduct timely inspection, evaluation, audit, improvement, monitoring and feedback;
- Lead on the development of information security solutions for business changes
- Be the critical IS contract point with Global IT teams and Exams Change projects

Professional development and other duties including

- Attend trainings, workshops and other professional development activities as necessary.
- Other duties and projects as assigned.

To ensure all duties are delivered in line with the British Council's policy on Child Protection and Equality, Diversity and Inclusion, and these is taken into account when planning and delivering activity.

Manage information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and

local legislation.

Key Relationships:

Internal

- Exams IT Services teams
- Product Owners & Project Managers of Exams operation/ projects team
- Internal Exams team members in 4 China offices
- Global projects/ exams system team
- Global Information Service (GIS)

External

- External Exams IT vendors / consultants
- Product users

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<i>You must have the right to live and work in the country in which the role is based.</i>	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes		
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ English B2 (Aptis, IELTS 6 or equivalent) ▪ Chinese C1 (HSK 5 or equivalent) 		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Bachelor's degree or equivalent 	<ul style="list-style-type: none"> ▪ CISSP or equivalent 	Shortlisting

<ul style="list-style-type: none"> ISO27001 certifications CISP or CISM or equivalent 		
Role Specific Knowledge & Experience		
Minimum / essential	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Minimum 5-year full-time IS related work experience Familiar with common web vulnerabilities and OWASP Top10 to understand principles, evaluate test methods and solutions familiar with the overall information security system architecture, understand the domestic and foreign information security related laws, policies and standards, with risk assessment, grade protection, security system planning, security integration and other implementation experience and project management experience; Able to implement/configure/maintain mainstream information security products and technologies, including: PKI/CA identity authentication, firewall, VPN, IPS, IDS, Gateway, vulnerability scanning, Fortress machine, security audit, terminal security management, etc. 	<ul style="list-style-type: none"> Familiar with ISO27001 series standards, ITIL and the CIS Top 20 Critical Controls Got the experience of IS audit 	Shortlisting
Role Specific Skills (if any)		<i>Assessment Stage</i>
<ul style="list-style-type: none"> Proven record of user needs analysis and user requirement management Proven record of process mapping 		Shortlisting AND Interview
British Council Core Skills		<i>Assessment Stage</i>
<ul style="list-style-type: none"> Communicating and influencing -- Level 3 Able to use a range of non-standard and creative 		Shortlisting AND Interview

<p>approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</p> <ul style="list-style-type: none"> • Planning and organizing -- Level 3 Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands. • Managing projects – Level 3 Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects. • Analysing data and problems -- Level 4 Able to apply or devise specialised concepts and methods of analysis – or commission them from others. Understands the output and uses the results to make clear and / or solve complex business, market or policy problems. 	
British Council Behaviours	Assessment Stage
<p>Behaviours assessed during interview stage of recruitment process</p> <ol style="list-style-type: none"> 1. Working together –More demanding 2. Making it Happen –More demanding 3. Being accountable – More demanding <p>Behaviours not assessed during recruitment process</p> <ol style="list-style-type: none"> 4. Connecting with others- More demanding 5. Shaping the future others – More demanding 6. Creating shared purpose – More demanding 	<i>Interview</i>
Prepared by:	Date:
Director Exams IT Service	Nov 2018