

## Embedding Standards 2005

### IT Security Coordinator

#### APO Defined

#### Overall Responsibility (Defined from subcategory descriptor)

Level 5

##### **Autonomy**

Works under broad direction. Full accountability for own technical work or project/supervisory responsibilities. Receives assignments in the form of objectives. Establishes own milestones, team objectives and delegates assignments. Work is often self-initiated.

##### **Influence**

Influences organisation, customers, suppliers and peers within industry on contribution of specialisation. Significant responsibility for the work of others and for the allocation of resources. Decisions impact on success of assigned projects i.e. results, deadlines and budget. Develops business relationships with customers.

##### **Complexity**

Challenging range variety of complex technical or professional work activities. Work requires application of fundamental principles in a wide and often unpredictable range of contexts. Understands relationship between specialism and wider customer/organisational requirements.

##### **Business Skills**

Advises on the available standards, methods, tools and applications in own area of specialisation and can make correct choices from alternatives. Is capable of the analysis, diagnosis, design, planning, execution and evaluation of work to time, cost and quality targets. Communicates effectively, both formally and informally, with colleagues, subordinates and customers. Demonstrates qualities of leadership. Clear understanding of the relationship between own area of responsibility/specialisation to the employing organisation and takes customer requirements into account when making proposals. Takes initiative to keep skills up to date. Maintains awareness of developments in the IS industry. Can analyse user requirements and advise users on scope and options for operational improvement. Demonstrates creativity and innovation in applying IS solutions for the benefit of the user.

## Strategy & Planning

#### Advice and Guidance

##### **Consultancy**

The provision of advice, assistance, and leadership in any area associated with the planning, procurement, provision, delivery, management, maintenance or effective use of information systems and their environments. The consultancy can deal with one specific aspect of IS and the business, or it can be wide ranging and address strategic business issues.

#### Level 5

Provides knowledge and advice in own areas of expertise.

#### **Technical Specialism**

The management of, and provision of expert advice on a specific technical specialism in ICT.  
Examples of specialism can be any ICT technology, technique, method, product or application area.

#### Level 5

Maintains knowledge of specific technical specialisms in ICT, provides detailed advice regarding their application, executes specialised tasks. The specialism can be any information or communication technology, technique, method, product or application area.

#### **Business/IS strategy and planning**

##### **Business Risk Management**

The planning and implementation of organisation-wide processes and procedures for the management of risk in all IS activities and projects.

#### Level 5

Implements and operates organisation-wide processes and procedures, tools and techniques for the management of risk in all IS activities and projects.

#### **Technical strategy & planning**

##### **Emerging technology monitoring**

The identification of new and emerging hardware, software and communication technologies and products and ICT methods and techniques and the on-going assessment of their relevance and potential value to the organisation. The maintenance of emerging technology awareness among ICT staff and business management.

#### Level 5

Monitors market to gain knowledge and understanding of currently emerging technologies. Identify new and emerging hardware and software technologies and products based on own area of expertise, assess their relevance and potential value to the organisation, contribute to briefings of ICT staff and business management.

Links = BCS ISM-EMRG5 e-skills NOS-503

##### **Methods and tools**

Ensuring that appropriate methods and tools for the planning, development, operation, management and maintenance of systems are adopted and used effectively throughout the organisation.

#### Level 5

Promotes and ensures use of appropriate techniques, methodologies and tools.

Links = BCS ISM-METL5 e-skills NOS-507

## **Management & Administration**

#### **Project management**

##### **Project Management**

The management of projects, typically involving the development and implementation of information systems to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality.

#### Level 5

Leads project planning, scheduling, monitoring, and reporting activities for large projects. Carries out risk assessment and prepares and maintains project, quality and risk plans. Controls manpower and all costs against project budget. Attends project board to report on progress. Ensures system is delivered within planned cost, timescale and resource budgets, project deliverables are signed off. Ensures Quality reviews occur on schedule and according to procedure.

Links = BCS ISM-PRMG4 BCS ISM-PRMG5 e-skills NOS-206 e-skills NOS-506

### **Quality management**

#### **Quality management**

The management of, or provision of advice on, the application of appropriate quality and/or environmental management and process improvement techniques to any aspect of an IS and/or ICT function. The achievement, and maintenance of compliance against, national and international standards, if appropriate.

#### Level 5

Advises on the application of appropriate quality and/or environmental management techniques to any aspect of the ICT function. Facilitates improvements to processes by changing approaches and working practices, typically using recognised models.

Links = BCS ISM-QUMG4 BCS ISM-QUMG5 BCS ISM-SPIM5 e-skills NOS-206 e-skills NOS-330 e-skills NOS-416

#### **Quality Assurance**

The process of ensuring that the agreed quality standards within an organisation are adhered to and that best practice is promulgated throughout the organisation.

#### Level 5

Undertakes communications and training activities to update colleagues on implication of revisions to quality standards, uses standards to review past performance and plan future activities, identifies opportunities for maintaining and updating quality standards in the light of emerging best practice, monitors and reports on the outputs from the quality assurance and audit processes. Advises on the development, maintenance, control and distribution of IS/ICT quality and environmental standards and ensures that this process supports organisational objectives.

Links = BCS ISM-QUAS5 e-skills NOS-206 e-skills NOS-330 e-skills NOS-413 e-skills NOS-509

#### **Compliance**

The independent assessment of the quality of any IS/ICT activity, process, deliverable, product or service against specified criteria such as BS EN ISO 9000/14000, agreed standards, best practice, or specified requirements. Broad coverage includes (for example) asset management, network security tools, firewalls and Internet security, real time systems and application design.

#### Level 5

Evaluates and independently appraises the internal control of IS/ICT mechanisms or processes based on investigation evidence and assessments undertaken by self or team. Ensures that independent appraisals follow agreed procedure and advises others on the IS/ICT audit process. Provides advice to management on ways of improving the effectiveness and efficiency of their IS/ICT control mechanisms. Compliance can include safety assessments of the design, testing and validation and verification methods used in given safety related IS/ICT systems. Involves the identification and evaluation of associated risks and how they can be reduced.

Links = BCS ISM-AUDT5 BCS ISM-AUDT6 BCS ISM-QUAU6 BCS ISM-SFAS5 e-skills NOS-206 e-skills NOS-330 e-skills NOS-417

## **Resource management**

### **IS Co-ordination**

The co-ordination of IS matters where the adoption of a common approach would benefit the organisation. This could be within a large organisation in which the IS function is devolved to autonomous units, or within a collaborative enterprise of otherwise independent organisations.

#### Level 6

Develop common approaches or organisational standards governing use, security, maintenance and acquisition of IS/ICT resources in line with IS organisational objectives.

Links = BCS ISM-ISCO6 e-skills NOS-206 e-skills NOS-508

## **Sales & Marketing**

### **Sales & marketing**

#### **Sales Support**

The provision of technical advice and assistance to sales force, sales agents, reseller/distributor staff, prospective or actual users of IS products or services (collectively - the customers), either in support of customer development or sales activity or in fulfilment of sales obligations.

#### Level 4

Helps customers clarify their needs and requirements, devises solutions and assesses their feasibility and practicality. Demonstrates technical feasibility by producing physical or simulation models.

Produces estimates of cost and risk and initial project to inform sales proposals. Resolves complex problems and assists less experienced staff.

Links = BCS ISM-SSUP4 EBNOS-1039 EBNOS-1048 e-skills NOS-206 e-skills NOS-329 e-skills NOS-330 e-skills NOS-331 e-skills NOS-338 e-skills NOS-339 e-skills NOS-340 e-skills NOS-341 e-skills NOS-344 e-skills NOS-409

## **Development & Implementation**

### **System development**

#### **Technical Authority**

The provision of direction and guidance on all technical aspects of the development of, and modifications to, information systems to ensure that they take account of relevant ICT technical strategies, policies, standards and practices and that they are compatible with existing and planned systems and ICT infrastructure.

#### Level 5

Is responsible for implementing technical standards in tools, methods and processes in ICT systems projects.

Links = BCS ISM-TAUT5 e-skills NOS-206 e-skills NOS-415

#### **Systems testing**

The planning, design, management, execution and reporting of tests, using appropriate testing tools

and techniques and conforming to agreed standards, to ensure that new and amended systems, together with any interfaces, perform as specified.

Level 5

Sets standards and techniques for test environment, advises on application and ensures compliance.  
Links = BCS ISM-TEST5 e-skills NOS-206 e-skills NOS-507

## **Service Delivery**

### **Education and training**

#### **Education & Training Delivery**

The teaching of IS/ICT knowledge, and techniques and training in IS skills to help students and staff fulfil IS roles.

Level 4

Customise and deliver training to a variety of audiences using a range of instructional techniques.  
Links = BCS ISM-ETDL4 e-skills NOS-206 e-skills NOS-401

### **Infrastructure**

#### **Security Administration**

The authorisation and monitoring of access to any part of the IS facilities or infrastructure in accordance with established organisational policy. Includes investigation of unauthorised access, compliance with data protection and the performance of other administrative duties relating to security management.

Level 5

Examines and investigates security breaches and makes recommendations for policy improvements. Drafts and maintains policy standards for data protection, specifies and advises on appropriate systems architecture design, defines procedures for disclosure of personal information, deals with complaints and advises management on compliance with data protection.  
Links = BCS ISM-DPRO5 e-skills NOS-206 e-skills NOS-407 e-skills NOS-410 e-skills NOS-412 e-skills NOS-413 e-skills NOS-415 e-skills NOS-416 e-skills NOS-417