

JOB TITLE	Senior Consultant - Cyber
DEPARTMENT	Cyber Capability Team
INCUMBENT	N/A
REPORTS TO	Head of Cyber Capability Team
LINE MANAGER TO	Capability – Cyber Consultants
ADOPTED/REVISED DATE	22 November 2016
POSITION PURPOSE/SUMMARY	
<p>SA Group are in the process of recruiting experienced Cyber professionals to join our growing business. Ideally applicants will hold recognised professional qualifications at a senior level in a Cyber discipline and have an excellent knowledge and wide ranging experience in their specialist areas (CCP Core functions). They can demonstrate competence and experience in the key areas of Risk Assessment and Risk Management.</p> <p>Applicants with extensive experience of working at this level will be considered. More importantly, the role requires management level experience within HMG, MoD, CNI or Industry working within an Information Assurance Cyber Security discipline.</p> <p>The responsibilities of a Senior Consultant and the associated deliverables required by clients, differs on each assignment and typically, a Senior Consultant will find themselves on a number of assignments that run concurrently. This document provides an overview of the attributes, qualifications and experience that would make a person suited to the role.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES AS A CYBER SENIOR CONSULTANT	
<p>Client Engagement and Task Delivery</p> <p>Deliver client tasks, to the agreed quality, within the defined time and cost parameters:</p> <ul style="list-style-type: none"> ❖ Lead and direct teams of multi-specialist consultants on client tasks when nominated as Task Lead. ❖ Reporting to the client at regular intervals on progress or, as necessary, applying for further instructions or approval to proceed. ❖ Leading and co-ordinating, preparing a project plan and work stage programmes (including work not completed at previous stages). ❖ Fulfill the role of an SA Group Senior Consultant, in accordance with each contracted Statement of Work which may include, but not limited to, the following: <ul style="list-style-type: none"> ○ Providing a responsive and customer focused service to clients. ○ Conduct close liaison with key project stakeholders, such as Accreditors and Project Managers, in relation to deep security related aspects of the task. ○ Conduct Information Assurance investigations and report as appropriate. ○ Develop technical recommendations, solutions, presentations and reports. ○ Ensure that a programme of work achieves the objectives of the client within time and budget constraints. ○ Develops and cultivates client relationships at management level. ○ Conduct all business in the capacity of “Client Friend”. 	

- ❖ Be prepared to manage multiple engagements/tasks as required by SA Group.
- ❖ Be prepared to work on a task as an individual or as a multi-skilled team.

Consultant Skills

The SA Group Senior Consultant is able to demonstrate the following skills:

- ❖ Proven experience of working in key roles within HMG, MoD, PSN or the CNI.
- ❖ Experienced in Chairing Security Working Groups and Surgeries.
- ❖ Able to, construct, build and deconstruct appropriate views of complex problems to enable further analysis.
- ❖ Able to select appropriate techniques from a wide knowledge of analytical methods.
- ❖ Proven experience in producing and delivering presentations and reports on complex areas to senior client representatives.
- ❖ Can establish and chair effective meetings and facilitate workshops within the Cyber Security arena.
- ❖ Skilled at cultivating and developing long term relationships with new business acquaintances.
- ❖ Skilled at shaping communication to influence outcomes.
- ❖ Maintains consulting engagements within agreed performance cost and time boundaries.
- ❖ Experience of delivering a client task, to the agreed quality level, within the defined time and cost parameters.
- ❖ Possesses a broad awareness of the business and commercial context of clients and their markets.
- ❖ Demonstrates an awareness of client strategic goals and policies.
- ❖ Proven ability of working with others to develop their potential.

Experience

The SA Group Senior Consultant will have an excellent knowledge Information Assurance and experience of their specialist area and are able to undertake tasks for a client in a number of specialist areas. They demonstrate competence and experience in the key areas of management expertise connected with staff direction and motivation, with targets of delivery and quality. At this level, a consultant is able to operate at management levels in client organisations and represent the client in their specialist field. The Senior Consultant should be able to demonstrate the following to varying levels of experience:

- ❖ An experienced staff manager and/or department senior manager or head.
- ❖ Can provide evidence of providing sound security Information Assurance advice and guidance based on extant HMG IA policies and industry best practice.
- ❖ Candidates should be able to provide evidence, against a minimum of six core CCP disciplines, for Security Information Risk Advisor.
- ❖ Can provide evidence of having a sound working knowledge of HMG / NCSC IA policies and guidance.
- ❖ Evidence of IA consultancy work in Defence, Government (national or local) or Critical National Infrastructure sectors to include most of the following:
 - Fulfilling a recognised senior IA role in the above sector's e.g. Security Assurance Coordinator (SAC), Lead or Senior CCP role.
 - Production of, or review and reporting on, Risk Management Accreditation Document Sets (RMADS) and associated IA policy documentation.

- Has evidence of contributing to IA strategy and security architectural design for clients ensuring all security requirements are met from a Risk Management perspective.
- Use and understanding of a wide range of Risk Assessment methodologies (minimum requirement use of HMG IAS1/2, DBSy or CRAMM).
- Operational Security (Patch Management, Business Continuity Management, Incident Management, system SyOps, Protective Monitoring and Forensic Readiness).
- Preparing and owning Security Requirement Statement (SRS) on behalf of a client for new projects/programmes.
- Assessing organisations working towards achieving PSN IA compliance.
- Assessing organisations for compliance against the Security Policy Framework (SPF).
- Chairing Security Working Groups and Security Surgeries.
- Maintaining and managing the project Security Risk Register on behalf of the Project Manager and Accreditor.
- Scope, witness and report on VA, ITSHC or PEN Tests and the production of Security Targets of Accreditation for CTAS evaluations.
- ❖ Evidence of conducting ISO27001 internal/external audits or other IA compliance activities.
- ❖ Has experience of identifying issues (IA and other) outside of immediate area of responsibility.

Sales Support

The SA Group Senior Consultant is expected to support the Sales, Business Development and Marketing functions of the company. This involves, but is not limited to, the following:

- ❖ Support the company in identifying new assignments and potential business opportunities.
- ❖ Support the company Sales Team and promote the company by attending business appropriate networking events (e.g. Security Seminars) as required.
- ❖ Produce White papers to be published in relevant publications annually to support Sales and Business Development activities.
- ❖ Actively seeks opportunities for themselves or their colleagues within the Cyber space and other domains.
- ❖ Spots market opportunities.
- ❖ Builds client knowledge of SA Groups' wider service offerings.
- ❖ Recognises and exploits opportunities within existing client contract base in order to aid development of future business.

Bid Support

The SA Group Senior Consultant is expected to participate in the preparation of bid proposals by providing technical input, case studies and conducting bid reviews. More involved bid support includes:

- ❖ Experience of providing input into the complex technical element of any company bid proposal.
- ❖ Capable of addressing the management and commercial (i.e. costing) aspects of bid proposals.
- ❖ Able to build and articulate convincing propositions in more complex or challenging bids.

Continuing Professional Development

SA Group is committed to CPD and expects its Senior Consultants to actively engage in this process. This includes:

- ❖ Supporting the improvement of their own, and colleagues, knowledge on consulting issues through attendance at seminars, conferences, and, where permitted, supporting other assignments to gain knowledge and experience.
- ❖ Liaise with the Line Manager to plan annual objectives and agree recognised training courses to achieve these objectives.
- ❖ Attend Company Town Hall events and where appropriate present on a topic to company colleagues.
- ❖ Motivate and lead others towards own, and colleagues, goals and objectives.
- ❖ Acts as a role model and mentor to others in the department.
- ❖ Participates, as required, in external working groups and committees.

PROFESSION QUALIFICATIONS

SA Group are seeking an established Cyber professional to fulfil the role of Senior Consultant, who will be able to demonstrate that they have the requisite skills and experience to make an immediate, positive impact on the business. The qualifications sought include, but are not limited to, the following:

- ❖ Holds, or has evidence of working towards, IA professional certification under the CCP (CESG Certification Programme) scheme at Security and Information Risk Advisor (SIRA) Senior level in one or more of the following roles:
 - Accreditor
 - IA Auditor
 - IA Architect
 - IT Security Officer Family of Roles
 - Communications Security Family of Roles.
- ❖ Qualified as a full Member of a professional Information Security institution (e.g. IISP, APMG or BCS).
- ❖ CISSP IA Certification.
- ❖ CISM Certification.
- ❖ ISO27001 Lead Auditor or Internal Auditor.
- ❖ Knowledge of Project Management (Prince2 Practitioner).
- ❖ Evidence of other CPD related Security Training.
- ❖ Preferably educated to degree standard, or equivalent, in a relevant IA or security related discipline.

Personal Attributes

SA Group Senior Consultants should be able to demonstrate a number of personal attributes including:

- ❖ High achiever.
- ❖ Effective as a team or assignment leader.
- ❖ Strong professional image.
- ❖ Highly adaptable in dynamic environments.
- ❖ Enthusiastic with strong interpersonal skills.
- ❖ Reliable with good organisational skills.
- ❖ Able to communicate concisely and effectively.
- ❖ Self-motivated.

- ◆ Inspires trust and confidence in clients and colleagues.
- ◆ Strong analytical/problem solving ability.
- ◆ Flexible and adaptable, with a willingness to take on new tasks where less knowledge or experience is held.
- ◆ Has a lively sense of humour wanting/desiring to be part of a company that encourages a relaxed, but professional, approach to business.