Director Defensive Cyber & Risk (CISO)
Defence Digital and IT

Ministry of Defence
SCS Pay Band 2
Reference: 1903-052L
Closing date: 23:59 on Sunday 15 September 2019
Defence has an ambition to put modern digital capability at the heart of how it operates to create a winning advantage. This is driven by an underpinning premise that emerging digital technology together with the effective capture, analysis and use of information will enable transformative military and business performance.

To achieve our ambition requires a bold mindset that challenges the way we operate and to recognise that success requires fundamental change: it will not be achieved by just doing the same things better.

The strategic intent is: To create transformative digital capability, enabling sustainable military and business advantage, that is secure, integrated, easy to use and delivered at scale on fast adoption cycles.

Realising this intent requires focus on five enduring outcomes:

**A capable and cohesive IT function**
Develop the right skills and work environment. A single function acting together to drive strategy.

**Responsive Cyber Defence**
Intelligence-led approach to anticipate and respond to dynamic risks.

**Digitise the Battlespace**
Deploy new capability to drive information integration, interoperability and operational speed.

**Efficient & Effective IT Services**
Easy to use, intuitive services and a trusted track record of consistent and reliable delivery.

**Information-led Business Transformation**
Information as an asset within simplified and automated business processes to drive insight, effectiveness and lower costs.

Meeting the needs of the future will require a cohesive and connected function and achieving the big prizes we seek lies in building capability that integrates across existing internal and external boundaries. By engendering new levels of teamwork we can create value based outcomes that deliver better performance for each individual part of Defence and, ultimately, value that is much greater than the sum of the parts.

This is truly an exciting time to be part of the Digital and IT (D&IT) Function inside MoD. Breath-taking technology capability, arriving at unprecedented pace, and Defence’s strategic intent to exploit it means that we play a critical role. I am proud to be part of it, and I look forward to helping grow the already impressive contribution D&IT has made to UK Defence. With the current digital transformational change programme underway in Defence, the Director Defensive Cyber and Risk will be critical to enabling and embedding game-changing technologies and Information Security practices to ensure that the current and future security challenges the Defence Information Environment faces are met and mitigated head on.

If you think this opportunity is for you, please apply.

Best wishes,

**Charlie Forte**
Chief Information Officer, MOD
About the Ministry of Defence

The first duty of Government is to defend our country and to keep our people safe. Our national security and our economic security go hand-in-hand. Our strong economy provides the foundation to invest in our security and global influence, which provides more opportunities at home and overseas to increase our prosperity.

In a more dangerous world, we have chosen to use our hard-earned economic strength to support our Armed Forces and give them what they need to help keep Britain safe. We will increase defence spending every year and continue to meet NATO’s target to spend 2% of GDP on defence for the rest of the decade.

In the 2015 Strategic Defence and Security Review (SDSR) we set out plans for stronger defence with more ships, more planes, more troops at readiness, better equipment for special forces, and more for cyber. We will protect our people, territories, value and interests, at home and overseas, through strong armed forces and in partnership with allies, to ensure our security and safeguard our prosperity.

We have four strategic objectives:

1. **Protect our People**: We will defend and contribute to the security and resilience of the UK and Overseas Territories, protect our people abroad, maintain the Continuous At Sea Deterrent and conduct operations as required.

2. **Project our Global Influence**: We will contribute to improved understanding of the world and increase our influence in the regions that matter to us, through strategic intelligence and the global defense network. We will reinforce international security and the capability of our allies, partners and multilateral institutions.

3. **Promote our Prosperity**: We will contribute to the UK’s economic, security, support our industry including through innovation and exports, continue to invest in science and technology and contribute to the wider skills and citizenship development that support British society.

4. **Maintain a strategic base and integrated global support network, and manage the Department of State**: We will maintain an agile strategic base and global support network that enable the command, generation, preparation, projection, sustainment, maintenance, operation and redeployment of military capability in support of the Defence objectives. This reflects the nature of the Department as a Strategic Military Headquarters as well as being a Department of State. We will command UK military operations worldwide, while providing the necessary enablers such as infrastructure, equipment, logistics and medical.
About the role

**Job Title**
Director, Defensive Cyber & Risk.

**Location**
London or Corsham, Wiltshire.

Please note the requirements for travel and level of flexibility available as set out in the FAQs section.

**Salary**
£145,000.

A non-consolidated, non-pensionable performance related bonus of up to £17,500 per annum.

The salary for this post is set within the Senior Civil Service Payband 2 range.

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

**Contract Type**
This role is being offered on a permanent basis. The Ministry of Defence will also consider an inward secondment if appropriate.

**Context and Outline**
The Director Defensive Cyber and Risk (CISO) is responsible for leading defensive cyber activities, including traditional IT, operational technology, weapons platforms and electro-magnetic spectrum security.

As a direct report to the Chief Information Officer and an integral part of his senior leadership team, the Director Defence Cyber and Risk will drive key elements of the Defence Digital & IT Functional Strategy (with partners across Defence and wider) ensuring the confidentiality, integrity and availability (CIA) of information, systems and services.

A key element of the Director Defensive Cyber and Risk’s role is to highlight and articulate the acceptable levels of CIA risk for the Department, working directly to the Defence Board. To achieve this, the Director Defensive Cyber and Risk will be responsible for establishing and maintaining a corporate-wide information security management programme to ensure that Defence's information, ICT and cyber assets are adequately protected. This will require her/him to exercise strong leadership, working in partnership with the most senior civilian and military colleagues across Defence, as well as maintaining close working relationships with relevant Government departments, agencies, allies and coalitions.

**Managing People**
This role will manage a team of up to 150 crown servants and military personnel across multiple locations including London, Wyton and Corsham. She/he will hold responsibility for the professional development of Information Security personnel across Defence, in conjunction with those leaders accountable for offensive cyber operations.

The post-holder will manage a budget of c.£2-3m annually and will have the lead role in determining the priority of security related investment spend.
Responsibilities

- Own the creation and maintenance of a holistic Defence cyber security strategy, driving significant parts of its implementation and to provide assurance on all aspects of Cyber Security delivery.

- Establish clear policy guidelines for cyber security across defence working in partnership with relevant other functional leaders in Security and Policy.

- Define and lead the process to establish a clear view of risk and to agree and co-ordinate mitigations, reporting on behalf of CIO on the status with clear updates for the Defence Board and other relevant senior stakeholders.

- Work closely with relevant MoD parties and government agencies to provide a cyber defence perspective as part of wider holistic cyber strategy and operational activity.

- Provide robust direction across MOD suppliers and business partners on cyber security standards, requirements and defining acceptable risk positions.

- Drive a strong security culture across MOD and security behavioural change to enhance our defences.

- Lead on all aspects of IT risk management across defence, defining and owning the overall process to ensure risks to the delivery of effective IT delivery are identified and actioned.

- Build a clear technical security architecture assure its compliance and manage an effective accreditation process for IT solutions across Defence.

- Set direction for technical activity in support of cyber investigations.

- Set and monitor key performance requirements for Cyber Security Operations Centre and IT operations based on policy.

- Development of Defence’s Information Security professionals by building and maintaining skills and capability across the Department.

  Acting as a role model in leadership across the Ministry of Defence where we expect all our senior leaders to be:

  - **Inspiring** about our work and its future;
  - **Confident** in our engagement;
  - **Empowering** our teams to deliver.

Further Information

- The post-holder will manage a Top Level Budget (TLB) of c.£2-3m annually in addition to the people resource costs noted above. The Defence CISO will also have the lead role in determining the priority of security related investment spend across the TLBs, including cyber vulnerability investigations. This amounts to hundreds of million pounds each year. It will be prioritised and apportioned under the CISO’s direction between MOD
Head Office, Front Line
Commands and Joint Forces
Command HQ.

Judgement

- Taking a strategic perspective - keeping overall objectives and strategies in mind, and not being unduly preoccupied by matters of detail.

- Decision making - making decisions at the appropriate time, considering the needs of the situation, priorities, constraints, known risks, and the availability of necessary information and resources.

- Cross-Functional/Inter-Disciplinary Awareness - understanding the needs, objectives and constraints of those in other Defence professions.

- Resilience, including the ability to take a robust stance under pressure where necessary and provide clear and unambiguous advice when called upon.

Influencing

- Strong influencing and communication skills are essential. The post holder must be able to influence across a broad spectrum and at the most senior levels in MOD (including the Defence Board), across wider Government and Industry, to develop consensus, communicate complex issues simply, resolve conflicts and bring gravitas to each situation.

MOD is driving forward greater inclusivity, diversity of experience and thinking at the heart of our cultural ambition and transformation agenda. The role we play in protecting the nation and diverse communities we serve, demands a rich and diverse workforce and leadership - it is a huge privilege to lead and be a part of the evolution in how Defence works and who we are. The breadth and complexity of the Defence enterprise, provides one of the richest learning and development environments for us as leaders and our people. Diversity of leadership experience, fresh skills and ideas, combined with curiosity and a deep appreciation of the unique role of Defence, are critical characteristics of our senior leadership team.

Best wishes,

Catherine Little
Director General, Finance
Person Specification

The successful candidate will be able to demonstrate achievement against the following essential criteria:

- A strong track record of leadership in a combination of risk management, Information Security and IT roles.
- Proven experience of the development, articulation and delivery of strategies relating to cyber security within a large and complex organisation.
- Experience in developing / informing / influencing / enabling Information Security roadmap and frameworks for large organisations.
- Excellent logic, verbal and written communication skills: an ability to identify and focus on the issues that matter, to separate the urgent from the important, and to provide clear, cogent and coherent advice on complex issues.
- Prior experience of influencing corporate Board-level stakeholders (if not already managing at corporate level). As both deputy to the CIO and CISO, the post-holder will brief members of the Defence Board on Information Security issues.
- Strong influencing and communication skills are essential. The post holder must be able to influence across a broad spectrum and at the most senior levels in MOD (including the Defence Board), across wider Government and Industry, to develop
- Significant change management experience in an IT Security and Information Risk Management environment and a successful track record of leading large technology transformation and delivery.
- Ability to mentor, coach and develop their direct teams and key stakeholders to drive high levels of performance. Extensive experience managing large teams, both directly and virtually, in a matrix structured environment and of working at Board / Divisional Management level in a major business service organisation in the public or private sector.
Benefits of working for the Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you’ll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you’ll be entitled to a large range of benefits.

Equality, Diversity and Inclusion

The Civil Service values and supports all its employees.

We have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

Benefits:

- 25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years’ service. This is in addition to 8 public holidays. This will be complemented by one further day paid privilege entitlement to mark the Queen’s Birthday;
- a competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire;
- flexible working patterns including part-time or time-term working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours;
- generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers; and childcare benefits (policy for new employees as of 5 April 2018): The government has introduced the Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you here;
- interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle;
- the opportunity to use onsite facilities including fitness centres and staff canteens (where applicable);
- occupational sick pay.
Application Process

Russell Reynolds, an executive search agency, has been appointed to assist with this appointment.

Applications should be submitted via: http://www.russellreynolds.com/executive-opportunities/search ensuring that you quote reference number **1903-052L** or email applications to Responses@RussellReynolds.com. All applications will receive an automated response.

**Application**

To apply for this post, you will need to submit the following documentation by no later than **23:59 Sunday 15 September 2019**:

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.

2. A **Statement of Suitability** (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.

3. Names of at least **two professional referees** who may be contacted at short list stage, i.e. before final interview.

4. Confirmation from you that you are happy for Russell Reynolds Associates or its client to undertake any necessary background checks, including career, credit and qualifications, or similar at the appropriate stage in the process. No checks will be undertaken without your prior knowledge.

5. A completed **Diversity Monitoring Form**. All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. The completion of the Diversity Monitoring Form is mandatory but it includes the option ‘prefer not to say’.

6. A completed **Guaranteed Interview Scheme Form** if applying under this scheme.

Failure to submit a CV and statement of suitability will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

If you are unable to apply online please contact **Harriet Freedman** at Russell Reynolds on +44 (0)207 839 7788 or please email your application to Responses@RussellReynolds.com

**Selection Process**

Margaret Edwards, a Civil Service Commissioner, will chair the process. The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open
For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.

- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found on the Civil Service Commission website.

In addition to Margaret, the other panel members will be:

- Charlie Forte, Chief Information Officer, MOD.
- Ciaran Martin, CEO, National Cyber Security Centre.
- Jessie Peramal, Deputy Director DDaT, BEIS.

Longlist and Shortlist

A panel, including the hiring manager, will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the ‘Person Specification’ section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all longlisted and shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Assessment

If you are shortlisted, you will be asked to take part in a series of assessments which could include psychometric tests and a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel’s decision making and highlight areas for the panel to explore further at interview.

You will also have the opportunity to speak to Charlie Forte, prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process.

You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

Full details of the assessment process will be made available to shortlisted candidates.

Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.
Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Advert Closing Date</td>
<td>23:59 on Sunday 15 September 2019</td>
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<tr>
<td>Longlist Meeting</td>
<td>Week commencing 30 September</td>
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<tr>
<td>Shortlist Meeting</td>
<td>Week commencing 21 October</td>
</tr>
<tr>
<td>Assessments (psychometrics and staff engagement exercise)</td>
<td>Weeks commencing 28 October and 4 November</td>
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<tr>
<td>Interviews</td>
<td>Weeks commencing 25 November and 2 December</td>
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FAQs

Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non-Departmental Bodies.

Is this role suitable for part-time working?

This role is available for full-time or flexible working arrangements (including job share partnerships). If you wish to discuss your needs in more detail please get in touch with the named point of contact in this pack.

Will the role involve travel?

Some travel may be required for this role.

Where will the role be based?

If successful you will be based in either London or Corsham, Wiltshire, with regular travel required between the two sites. Unfortunately, relocation costs will not be reimbursed.

Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom

For further information on whether you are eligible to apply, please visit Gov.UK.

Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is a reserved post.

Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to DV level. More information about the vetting process can be found here.

What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact matthew.butterfield@cabinetoffice.gov.uk in the first instance.

Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview.
Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

**Will this role be overseen by the Civil Service Commission?**

Yes. As this role is one of the more senior posts within the Civil Service, a Commissioner will oversee the recruitment process and chair the selection panel.

More detailed information can be found on the Civil Service Commission website.

**What do I do if I want to make a complaint?**

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission’s Recruitment Principles.

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact Sarah.Clarke726@mod.gov.uk in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission.

**What should I do if I think that I have a conflict of interest?**

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact matthew.butterfield@cabinetoffice.gov.uk before submitting your application.
Diversity & Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.

What’s in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you’re interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What’s next?

You’ve taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. Read more.
Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact Harriet Freedman on +44 (0)207 839 7788.

This campaign is being run on behalf of the department by Executive Recruitment. Executive Recruitment is part of Civil Service Talent, part of Civil Service HR, and is a central government expert service specialising in the attraction, search, selection and recruitment of senior civil servants.

The team is regularly commissioned by departments and other government organisations to deliver end-to-end recruitment for some of society’s most important leadership and specialist positions.

Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall.

Cabinet Office is a Disability Confident employer.