

Digital, Data and Technology Profession Role details

| | |
|-------------------------|--|
| DDaT Job Role: | Information Assurance and Data Protection Advisor Senior |
| Local Job Title: | Senior Information Assurance and Data Protection Advisor |
| Grade: | B3 |
| Organisation or Agency: | Scottish Government |
| Directorate: | Digital |
| Division: | iTECS – Information Assurance and Data Protection |
| Location: | Edinburgh |

Division/Organisation or Agency

The Information Assurance and Data Protection Team is within the Information Assurance & Risk branch of iTECS.

The branch works closely with colleagues in the Office of Protective Security (OPS) under the command of the Chief Information Security Officer, offering an holistic approach to providing security and information assurance advice across the Scottish Government, its agencies and the wider Scottish public sector.

The team provides policy, guidance and advice on the security and protection of personal data and the management of information assets.

Main Duties of this Role

The Senior Advisor manages a team of Data Protection and Information Assets advisors. The team provides specialist advice and guidance to protect the security of personal data and information, and manage risk by recommending controls to business areas to help them achieve their objectives. The team leader provides expert advice to assist the team to resolve issues and plan and prioritise the work of the team.

The team:

- devise policies and guidance, and deliver advice to secure and protect personal data and information assets
- review and provide feedback on data protection impact assessments
- investigate security incidents involving personal data and suggest containment and mitigation actions
- maintain a corporate register of information assets
- provide training and communications to inspire and influence others to execute security principles
- cultivate key contacts in relevant business areas to share good practice in securing and protecting personal data and information assets

DDaT Professional Role(s)

DDaT Job Family: Cyber Security and Information Assurance
 DDaT Job Role: Information Assurance and Data Protection Advisor
 DDaT Job Role Level: Information Assurance and Data Protection Advisor Senior

DDaT Role Description

The role of Information Assurance and Data Protection Advisor Senior provides policy, guidance and advice on the security and protection of personal data and the management of information assets. They provide specialist advice and guidance to protect the security of personal data and information, and manage risk by recommending controls to business areas to help them achieve their objectives.

At this level you will:

- Manage a team of Data Protection and Information Assets advisors
- Devise policies and guidance, and deliver advice to secure and protect personal data and information assets
- Review and provide feedback on data protection impact assessments
- Investigate security incidents involving personal data and suggest containment and mitigation actions
- Maintain a corporate register of information assets
- Provide training and communications to inspire and influence others to execute security principles
- Cultivate key contacts in relevant business areas to share good practice in securing and protecting personal data and information assets

Key DDaT Capability Descriptor

Links to DDaT info for reference: [Digital, Data and Technology Profession Capability Framework](#)

| DDaT Skill Required | Skill Level |
|---|--------------------|
| Communicating between the technical and non-technical | Practitioner |
| Enabling and informing risk-based decisions | Working |
| Information risk assessment and risk management | Working |
| Legal and regulatory environment and compliance | Practitioner |
| Protective security | Awareness |
| Relationship management | Practitioner |
| Strategic thinking | Working |

SFIA Skills directly associated with this role

List the key SFIA skills, the skill level and the percentage of time spent on the skill. Limit the SFIA skills to a maximum of 6, no skills should account for less than 10% of the total. Skills levels should be appropriate for the grade. In general we map skill levels as follows: **A Band** (Level 1 or 2), **B1** (Level 3), **B2** (Level 4), **B3** (Level 5), **C1** (Level 6), **C2/C3** (Level 6 or 7). Access information at [SFIA7 Reference Booklet](#)

| SFIA7 Skill Title | SFIA level | % of time |
|---------------------------------|------------|-----------|
| Specialist Advice [TECH] | Level 5 | 20 |
| Information Security [SCTY] | Level 5 | 10 |
| Information Assurance [INAS] | Level 4 | 20 |
| Information Governance [IRMG] | Level 5 | 20 |
| Business Risk Management [BURM] | Level 5 | 20 |
| Relationship Management [RLMT] | Level 5 | 10 |

Essential Criteria

1. Good knowledge of the General Data Protection Regulation, Data Protection Act 2018, and Information Commissioner's Office guidance.
2. Nationally recognised professional qualification in data protection such as BCS Data Protection Practitioner Certificate, or previous experience of working in data protection/information governance role