

Job Description – Systems Security Lead



This job description serves to illustrate the type and scope of what is required for the post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or level of responsibility entailed.

Section 1 - Job Details

Job title	Systems Security Lead
Directorate area	Corporate Services
Department/Team (if applicable)	Technology Team
Reports to	Head of IT Infrastructure
Direct reports	0 (but matrix management of colleagues in the technical team)
Job Location	Office-based in London with flexibility to work remotely
Contracted hours are agreed locally with line managers	

Section 2 - Job Purpose

The Organisation has heavily invested in technology in the past few years. The more technology we use, the broader the exposure to malicious attacks and actors intent on hacking our systems and stealing data. Data and System security now figure in Organisation's risk registers.

The MS Society is no different in this respect and data/system security and the threat posed are among the top 5 Organisational risks. The Board have a specific interest in this risk and progress on the work streams are under great scrutiny. Any attack could leave the Organisation in the very real position of losing access to systems and data rendering us unable to function. If realised the financial and lack of support to the MS Community would be huge and would take a long time to remedy. The roleholder is directly responsible for the mitigation of these high level risks.

The role holder is fully responsible for mitigating the risks in this area and is at the absolute front line of stopping these attacks and ensuring all data and systems are protected.

The role purpose is to be responsible for and lead our system security efforts . The successful candidate will be responsible for developing and implementing comprehensive security strategies to protect our organisation's IT infrastructure, data, and systems from threats. This

Section 3 - Key Responsibilities/Accountabilities

(Normally between 4 and 10)

	Responsibility/ Accountability
1	Responsible for securing our IT perimeter and putting controls in place to mitigate cyber security risks.
2	Identify and mitigate security risks to protect critical assets and sensitive data.
3	Ensure the organisation's security programs comply with regulations such as GDPR, HIPAA, PCI-DSS, and others relevant to the industry.
4	Ensure that security controls are integrated into the software development lifecycle (SDLC).
5	Ensure systems are robust and secure
6	Manage the IT risk register and make sure we take a risk based approach to our

	systems and data. Report on and manage Organisational risks.
7	Production of reports for senior managers and Board members. Providing ad hoc updates to these groups.

Section 4 – Dimension of the role

Resources	Responsible for a broad range of stakeholders, including senior management as well as custodian of the IT Security that allows the Organisation’s system to be secure.
Staff/Volunteers	None but some matrix management of colleagues in the technical team.
Budget	Responsible in direct area of control c. £50K
Key relationships	Truly cross organisation, data users, working groups, all end users as well as senior management. Reporting to the Board.

Section 5 – Key deliverables

	Measures of success
1	Develop and execute a holistic system security strategy aligned with organizational goals
2	Establish and enforce security policies, procedures, and standards.
3	Ensure compliance with relevant regulations, industry standards, and best practices.
4	Implement advanced threat detection systems and processes to identify vulnerabilities and potential attacks.

Section 6 – Competencies and contribution

Competency	Level required (see below)	B	E	A	T
Fosters co-production	4		X		X
Open to change and innovation	4	X		X	
Sound decisions	4		X	X	
Collaborative working	4				X
Effective communication	4			X	X
Outcome focussed	4	X			X
Inclusivity	3				X
Accountability	5	X	X	X	X
Tech savvy	5	X		X	

Level	
5	<p>Strategic – Senior management and/or strategic responsibility requiring wide advanced knowledge of organizational policies, practices and procedures across the organization or detailed theoretical, practical and procedural knowledge of a specialized area. Provides expert knowledge and insight on a range of subjects and/or groups relevant to MS and represents the MS Society externally. Translates vision, strategic aims and direction in clear terms that people can relate to and action. Makes significant and influential decisions and facilitates appropriate resources.</p>
4	<p>Expert/ Recognised authority – Responsible for managing significant resource (people, budget etc) associated with the function/activity. Demonstrates expert knowledge and relevant and appropriate professional leadership and influence. Colleagues consistently perform a task or activity to higher levels having an intuitive grasp of what is required to be delivered, how it impacts across other areas of activity and how it may be improved for the benefits of the MS Society. Colleagues have an in-depth understanding and focus upon building expertise, they are the go-to person and have a reputation for being knowledgeable in this area and are able to apply their existing skills and knowledge to new or emerging challenges.</p>
3	<p>Complex – Roles with or without line management responsibility where they are required to use knowledge gained through experience, professional or technical qualification on complex information or raw data for typically non-routine problems upon which own judgment needs to be applied without further instruction or guidance to work with others to overcome obstacles and deliver outcomes across teams/department.</p>
2	<p>Enhanced – Roles with or without line management responsibility but accountable for casework/ face to face service provision/ internal/external process and or people (including volunteers) e.g. first line managers of people or process. Colleagues have knowledge of requirements of a team/function, contribute to building and maintaining successful internal and external relationships and collaborate to deliver effective outcomes. Colleagues use knowledge and understanding to organise and/or manage work, tasks and processes, can solve routine issues and contribute to the development of new practices and procedures.</p>
1	<p>Foundation – roles make an individual contribution to the MS Society with no process or line management responsibility. Colleagues have a fundamental knowledge and understanding of what is required to carry out the role and how it connects to other roles and activities. Understand what is required to be carried out and has the competence and skills to carry out the activities.</p>

Section 7 - Learning & Development requirements

(List L&D requirements for role)

Foundation (mandatory)	
Additional internal learning/ courses required for role	
Other professional training/qualification required	

Section 8 - Person specification (knowledge, experience, skills and attributes needed for the Job)

Those that are marked as essential and will be tested at application stage (A) will be used as shortlisting criteria for determining who will be invited to interview.

Requirement	Essential	Desirable	Tested*
Broad expert technical knowledge of IT Infrastructure based on MS technologies	X		IA
Expert experience of developing and managing a Cyber Security function	X		IA
Experience of managing external stakeholders	X		IA
Experience of managing 3 rd party suppliers	X		IA
Experience of delivering a highly performing, essential IT service	X		I
Cyber Security accreditation		X	I
Excellent knowledge of PCI, GDPR and ISO27001	X		IA

*Tested - A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1's and PDR)

Section 9 - Additional Information and Requirements

Confidentiality	Ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.
Equality, diversity and inclusion	<p>Ensure all duties are carried out in a manner which promotes the MS Society's equality, diversity and inclusion policies and practices.</p> <p>As a charity whose primary focus is to support and improve outcomes for those with a disability, we expect all colleagues to be curious and innovative in identifying and removing any barriers experienced by those with disabilities whilst working with us.</p>
Health & safety	Promote a health and safety culture, observe all health and safety rules and procedures and complete training courses, as required.
Safeguarding	MS Society are committed to recruiting with care and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Background checks and Disclosed Barring Service checks will/will not be required for this role.

Key contacts/ relationships	Head of IT Infrastructure, Leadership Team, end user groups, Digital Tech Team, EG, the Board.
Unusual specific physical/mental demands associated with the role	None
Travel requirements	To and from Office
Unsocial hours	When necessary

Last updated 06/02/2025