

Job Description

Job Title	Security and Business Continuity Coordinator	Job Level	JL3	Salary (range)	£25,500 + competitive benefits including Civil Service Pension
Vacancy No.	001466	Programme	Assurance	Function or Team	Security/Business Continuity
Type of Appointment (Casual, Permanent)	Permanent	Hours of Work (Full, Part Time)	Full	Location	Exeter
Closing Date	23 rd July 2008	Line Manager or Information Contact		HR Services Team	

1. Background

The Met Office Assurance Team provides a single centre of advice and expertise on Internal Audit, Security, Health & Safety, Quality, Environmental and other related standards, as well as acting as champions/ coordinators for the corporate Business Management System (known as The Way We Work) and Business Continuity

The Programme seeks a skilled and experienced individual to undertake tasks on behalf of the Security and Business Continuity managers to assist in delivery of its Operating Plan, ensuring implementation of related standards and enhancement of function performance.

2. Job Purpose

To assist the implementation and enhanced performance of Security and Business Continuity standards and systems across the Office, including the monitoring and auditing of activities and processes.

3. Main Responsibilities

3.1.	Maintain the Crisis Management Regime (CMR) plans and contact details to ensure they remain up to date and effective, distributing as appropriate.
3.2.	Plan, coordinate and deliver Business Continuity (BC) exercises as defined, ensuring that the plans contain the right information and produce the desired result when put into effect.
3.3	Record, monitor and track resolution of actions raised through BC exercises.
3.3.	Monitor external websites/ publications/ guidance to ensure BC plans/activities remain up to date and effective.
3.4.	As required review and revise BC Business Impact and Risk analysis.
3.5.	Provide advice and guidance to the Security Manager in monitoring and tracking resolution of IT/ Information Security assurance activity.



3.6.	Undertake gap analyses/ and or audits against the BS25999 and ISO27001 standards in accordance with the annual Audit Plan, recording and tracking findings through the audit database as appropriate.
3.7.	Develop, maintain and coordinate delivery of programmes that raise awareness and understanding of Security and BC management systems, ensuring that such systems are implemented effectively.

Person Specification

4. Certificated Qualifications

Essential Criteria

4.1.	IRCA registered (or equivalent) or currently working towards registration, to undertake audits in relation to at least one of the following standards – BS25999, ISO27001, 28001.
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Desirable Criteria

4.3.	Professional qualification or equivalent relating to one of the following: - <ul style="list-style-type: none"> • IT/ Information Security • Business Continuity
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5. Knowledge, Skills, Experience & Behaviours

Essential Criteria

5.1.	Demonstrates an ability to communicate clearly and concisely to a varied audience through a variety of media using excellent interpersonal skills.
5.2.	A flexible and pragmatic approach with the ability to provide solutions and not just present problems.
5.3.	Be able to demonstrate a sound understanding, backed by relevant experience, in at least one of the following: <ul style="list-style-type: none"> ○ IT/ Information Security ○ Business Continuity
5.4.	Possess the drive and desire to further develop skills and knowledge in all of the disciplines above.
5.5.	Be able to demonstrate a sensible approach to risk management that is both reasonable and proportionate.
5.6.	Possess strong organisational skills and self motivation.
5.7.	Be able to provide evidence of proactively addressing areas of concern and weaknesses and finding workable solutions.



Desirable Criteria

5.7.	Be able to demonstrate a sound understanding, backed by relevant experience, in all the following areas: - <ul style="list-style-type: none"> ○ Physical Security ○ IT/ Information Security ○ Business Continuity
5.8.	Good understanding of the Met Office and its activities.
5.9.	

6. Additional Information

Benefits and Facilities

- As an employee of the Met Office you will be eligible to join the Nuvos Civil Service Pension Scheme with a low employee contribution. This is a defined benefit scheme which the Met Office, as an employer, contributes to. You also have the option to join a partnership scheme where the employer can contribute and the employee can contribute if you wish. For more details please see the [Civil Service Pensions website](#).
- Annual Leave allowance of 25 days (plus 8 days public holiday and 2½ privilege days taken at fixed times during the year).
- Training opportunities.
- Performance-related pay.
- The Met Office sports and social club.
- The potential to work in different areas within the same organisation. Employees are expected to complete 24 months in post before applying for alternative posts within the Met Office.

Guaranteed Interview Scheme for Disabled Applicants

To widen the pool of candidates on which to draw, we guarantee an interview to any disabled applicant who meets the published minimum criteria for the post/entry level.

To qualify for a guaranteed interview, you do not have to be registered as a disabled person but you must have a disability or long-term health condition that puts you at a substantial disadvantage in either obtaining or keeping employment. The disability must be likely to last for at least 12 months.

To apply for a guaranteed interview, please complete the appropriate section of the application form. When appropriate, you should provide details of any particular arrangements you will require for the interview, e.g. car parking, speech facilitator.

Any false declaration of disability to obtain an interview may invalidate any resultant contract of employment.

Civil Service Recruitment Code

The Met Office's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Code which can be found at www.civilservicecommissioners.org. If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact the HREnquiries@metoffice.gov.uk mailbox or telephone 01392 885000 in the first instance. If you are not satisfied with the response you receive from the Met Office, you can contact the Office of the Civil Service Commissioners.

Relocation

Unless stated in the job advert, financial support is not available for candidates to move to the job location.



Met Office

Mobility

Normally, staff appointed at JL4 and above automatically have a mobility clause in their employment contract. Some JL5 staff may also have a mobility commitment, depending upon the job.

Nationality

In common with all United Kingdom (UK) Civil Service departments and Executive Agencies, applicants for employment in the Met Office are required to satisfy certain nationality requirements. For full guidance see the Border & Immigration Agency's '[Working in the UK](#)' website, where you will find information about working in the UK. Again, in common with all UK Civil Service departments and Executive Agencies, some posts in the Met Office are 'reserved' for UK nationals only. Applicants who are not UK nationals should be aware that further career prospects might be affected.

Application Forms and Further Information

[Download application form](#) (PDF, 653 kb)

[Guidance notes and information for applicants](#) (PDF, 29 kb)

[Download equal opportunities form](#) (PDF, 922 kb - to be returned along with the application form)

If you require a Word version of the application form, please e-mail HREnquiries@metoffice.gov.uk including the words 'application request' in the subject line. An automatic e-mail will be returned to you immediately. If you have not received an e-mail within 48 hours then please contact us. Alternatively, you can call or write to:

HR Customer Services
Met Office
FitzRoy Road
Exeter
EX1 3PB

Tel: 01392 885000

Please mark your request or returned application form: **Security & BC Coordinator (001466B)**

Thank you for your interest in this position. Due to the high numbers that apply for positions in the Met Office we are unable to reply to each applicant individually. Therefore, if you have had no response from us within four weeks of the closing date you may assume you have been unsuccessful.