**Job Description**

|  |  |
| --- | --- |
| Job details: |  |
| Job Title: | Regional Assessor: Information Security Management Systems (ISO 27001) |
| Department: | NQA Field Team |
| Reports to: | Field Operations Manager |

|  |
| --- |
| Job Purpose: |
| To undertake visits to NQA clients in accordance with work schedules in an efficient and professional manner within the scope of accreditation.  Information Security Assessors are professionally qualified in accordance with NQA requirements to carry out management system audits to ISO 27001.  This role requires specialised experience including technical, administrative and customer service skills. The Regional Assessor is required to work within specific criteria and guidance given in the company documentation. |

|  |
| --- |
| Dimensions: |
| There are no direct reports or budgetary responsibilities associated with this role.  Assessors are home based employees who have responsibility for the safe upkeep of all business equipment supplied including car, computer, phone/fax etc.  The role can require extensive travel time / nights away within the UK and Overseas thus requiring flexibility in periodic absence from home. |

|  |
| --- |
| Key Duties and Responsibilities: |
| * To assess a client’s documented management system to ensure compliance with recognized standards * To perform management systems assessments and surveillance visits in a timely manner in accordance with the visit schedule * To arrange and attend client visits in a timely manner and give appropriate feedback to the client * To prepare and submit a visit report to the Customer Operations Department including recommendations regarding the issue and withdrawal of certificates * To provide professional advice to Customer Operations Staff. * To ensure that stage 1 and 2 assessments, surveillance activities and recertification Visits comply with the requirements of the Management Systems Manual * To comply with the requirements of the Health and Safety policy and manage risk within their area of the business   To undertake any other duties as appropriate within their competence, as required by their Head of Unit from time to time. |

|  |  |
| --- | --- |
| Person Specification:  Essential | Desirable |
| Knowledge and experience of carrying out third party audits / assessments to ISO 27001 | Broad knowledge and practical experience of third party accreditation |
| A minimum of 4 year’s demonstrable work experience in Information Technology | Current IRCA registration |
| A minimum of 2 year’s demonstrable work experience in Information Security | ISO 27001 Lead Auditor Qualification |
| Relevant further or higher education qualification relating to Information technology or Information Security | Professional Membership relating to Information Security |
| Excellent Customer service skills – can recognise customers’ needs and strives to provide the best level of customer service | Lead Auditor Status for ISO 27001 gained via a UKAS (or equivalent) Accredited Certification Body |
| Excellent communication skills |  |
| Proven interpersonal and report writing skills |  |
| Excellent IT skills |  |
| Flexibility to work away from designated workplace |  |
| Current UK driving licence |  |
| Flexible approach with the ability to accept change |  |

|  |  |
| --- | --- |
| Prepared by: | Date: |
| Stephen Burt, Field Director | Feb 2019 |