



CLEAR THINKING SOLUTIONS

WE ARE HIRING

Information Security Officer

Delivering security, governance & compliance certifications

**THIS IS
US...**

**IS THIS
YOU?**

Family-run

Process-driven mindset

Empowering

Confident communicator

Forward-thinking

Self-motivated

Spirited & holistic

Conscientious

Committed to training

Detail orientated

APPLY TODAY:

<https://clearthinking.co.uk/vacancies/>



| clearthinking.co.uk

| careers@clearthinking.co.uk



CLEAR THINKING

SOLUTIONS

Information Security Officer

If you are the right candidate, you will be driven by the detail and want to read this job description...

Is this you?

- ✓ A process and detail driven individual.
- ✓ A passion for compliance.
- ✓ Exceptionally well-organised and focused on finding solutions.
- ✓ Experience in governance certification processes (GDPR, ISO or Cyber Essentials).
- ✓ An excellent eye to delivering first-class customer service.

If this sounds like you, welcome to Clear Thinking. We are a professional, family-run Managed Service Provider (MSP) delivering secure and compliant technical services to multiple organisations. We are focused on creating a positive working culture with a team that share the same values.

Location: Must be able to commute to Billericay, Essex (1x day a week hybrid working option)

Wage: Circa £30,000pa (depending on experience)

Company Benefits:

- Positive and supportive working environment.
- Workplace Wellness: Onsite Gym, Yoga, Cycle to work scheme.
- Recreational activities and team lunches.
- Excellent training (e.g. ISO Practitioner) and career opportunities.

Essential Experience and Skills

- Delivering security governance and compliance (GDPR, ISO27001, Cyber Essentials) certifications
- Excellent knowledge to answer compliance questions confidently (GDPR, ISO, Cyber Essentials)
- Solution driven approach with an ability to understand interpretation.
- Working within tight timescales, ability to multi-task and offer excellent attention to detail.
- Self-motivated and extremely well organised.
- Proven track record in delivering excellent customer service.
- Absolutely trustworthy with a high level of personal integrity.
- Excellent command for written and spoken English.

General Duties:

- Actively manage compliance certification processes (i.e. ISO27001 / Cyber Essentials)
- Manage customer compliance queries (i.e. GDPR)
- Provide a response service for data breaches.
- Complete and manage necessary security scans.
- Support the preparation and presentation of security reports.
- Write and update IT / Compliance policies and procedures.
- Keep up to date with legislation relevant to information Governance.
- Act as a Virtual Data Protection Officer (DPO) when required.
- Complete training within agreed timeframe.

Desirable Technical Experience / Certifications

- 1 year work experience in the field of Cyber Security, Risk and Compliance
- Experience working for a Managed Service Provider (MSP)
- Microsoft Security Compliance suite certifications e.g. AZ500 / MS500
- External accreditations in Security e.g. CISSP, CISM, CRISC

APPLY with your CV and a Cover Letter to: careers@clearthinking.co.uk

Social Media:

