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Information Security & Compliance Manager

Certes is a fast-growing UK transformation consultancy delivering technical, programme and engineering services to the Ministry of Defence, the FCDO and wider government. We hold direct MOD contracts and work alongside prime contractors on sensitive programmes.

Our team includes former military officers, ex-Home Office engineering leaders and specialist delivery, data and SOC professionals. As we scale, strong information security and assurance sit at the heart of how we win and deliver work.

About the Role

This is an internal role. You will be Certes' own lead for information security governance and national security compliance, protecting the company rather than being deployed onto customer projects. You will keep our ISO 27001 certification strong, run personnel vetting as Security Controller, and make sure our people, sites and data meet MOD and government standards.

This is a hands-on role with real influence. You will shape policy, support bids, brief leadership and build the security culture of a business on a strong growth path.

Key Responsibilities

Information security and ISO 27001

- Own and maintain our ISO 27001:2022 Information Security Management System (ISMS), including scope, risk assessments, risk treatment and the Statement of Applicability
- Plan and run internal, external and supplier audits from scoping through to closing non-conformances
- Lead certification and surveillance audits with our certification body
- Ensure compliance with UK GDPR and the Data Protection Act 2018
- Govern our information security policy library, with need-to-know access controls

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National security and government compliance

- Set up and run Certes' in-house clearance service as Security Controller, managing BPSS, SC and DV clearances, aftercare and high-risk screening assessments
- Lead Certes' application for Facility Security Clearance (FSC, formerly List X), then implement and run the facility and its ongoing compliance obligations
- Manage Security Aspects Letters (SALs), read-on briefings and handling of classified information
- Brief staff travelling overseas with company equipment
- Act as Certes' point of contact with MOD security authorities and police counter-terrorism units

Physical security

- Carry out security risk assessments for Certes offices and premises
- Specify and oversee access control, CCTV and other physical security measures with external vendors

Training and culture

- Deliver mandatory, tracked security awareness training covering GDPR, phishing and insider threat
- Run awareness campaigns, such as Cyber Security Awareness Month

Reporting and bid assurance

- Build dashboards in Power BI or Excel to track risks, audit findings and improvement actions
- Report on security posture to the Managing Director and senior leadership
- Write the information security sections of tenders and maintain a reusable bid answer library
- Support compliance with frameworks and contract requirements such as Cyber Essentials Plus, DEFCON 658 and Defence Cyber Certification

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Skills & Experience

- Proven experience running an ISO 27001 ISMS, ideally including a transition to the 2022 standard
- Hands-on audit experience: internal, external and supplier
- Experience as a Security Controller or in personnel security, managing BPSS, SC and DV clearances
- Working knowledge of UK government and MOD security requirements, including SALs; experience setting up and running an FSC/List X facility is a strong advantage
- Sound understanding of UK GDPR and the Data Protection Act 2018
- Confident communicator, able to brief senior leaders and train staff at all levels
- Hold current SC clearance, or be eligible and willing to obtain it

Desirable

- ISO 27001 Lead Auditor or Lead Implementer certification
- A security qualification such as CISMP, CISSP, CISM or Security Institute membership
- Experience in defence, government or a regulated supplier environment
- Physical security risk assessment experience
- Power BI or advanced Excel reporting skills
- Experience writing security responses for public sector tenders

Why Join Certes IT?

At Certes IT, our people are at the heart of everything we do. We've built a culture founded on **integrity, collaboration, communication and delivery excellence**, supporting you to make a real impact in complex, mission-critical environments.

We believe great results come from great teams. That's why we support professional development, recognise expertise and create an environment where people are trusted to contribute, take ownership and deliver meaningful outcomes.

Join Certes and play a key role in helping organisations protect, support and deliver the UK's most important services.

Your next mission starts here.