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## Information Security & Data Protection Co-Ordinator

**Department:** Risk & Compliance

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### The firm

Bristows is a market leading law firm with a global client base across our core sectors of life sciences and technology. The firm has maintained its high standing in the market with the exceptional quality of our lawyers, the strength of our scientific and legal expertise and our unique firm culture driven by our core values.

This dual role is responsible for developing the organisation's information security strategy and Information Security Management System (ISMS) in accordance with the ISO27001 certification standard and acting as the firm's data protection coordinator.

The information security part of the role is crucial in ensuring that all systems, data, and networks are protected from cyber threats and breaches. This role includes Co-ordinating the development and implementation of security policies, procedures, and controls, conducting risk assessments, and assisting in efforts to identify vulnerabilities within our technology infrastructure and organisational processes. The role will also manage our security certifications and compliance requirements including assessing and assisting with new certifications to align with the business.

The ideal candidate will have a background in information security, an understanding of compliance requirements, and the ability to co-ordinate a common control framework adaptable to various security standards. They will work closely with other departments to align security measures with business objectives and emerging technological trends, ensuring that the organisation's information assets are secure and resilient against evolving threats.

The second part of the role involves being responsible for the firm's Data Protection programme, ensuring firm policies, procedures, staff and suppliers comply with data protection regulations. It is also the first point of contact for potential data breaches. Prior experience of data protection is necessary although training will also be provided and the role is supported by members of the firm's Data Protection, Cyber and Libel (DCL) business group.

### Key responsibilities

- Support the Management Team in the development and implementation of Bristows' security strategy.
- Co-ordinate the improvement and ongoing maintenance of the Information Security Management System (ISMS), in line with the requirements of ISO 27001 and Cyber Essentials.
- Collaborate with cross functional teams to ensure information security risks are identified, documented and treated appropriately.
- Drive an effective security culture through the establishment and co-ordination of information security training, communications, and awareness initiatives.
- Provide information security oversight, risk analysis, and recommendations

- Work with the various information security control owners to ensure the requirements, including evidence of control operation are met.
- Create and update information security policies, procedures, and guidelines to align with the ISMS, compliance requirements, and industry best practice.
- Ensure ISMS artefacts and supporting documentation are up-to-date, centrally managed, and effectively communicated.
- Drive continuous improvement across the ISMS focussing on key strategic areas as defined by the Management Team.
- Act as the central point of contact for incident reporting and coordinate incident response activities.
- Support Bristows' Business Continuity Plan from an information security standpoint.
- Coordinate and manage internal and external audits as necessary.
- Stay informed and report on emerging threats, trends, and developments in information security. Proactively recommend enhancements to the ISMS.
- To assist any other member of the department to fulfil their duties; and
- To undertake any other duties which may reasonably be requested

### **Data Protection responsibilities:**

- Reviewing and updating the firm's data protection policies and privacy notice (as and when needed).
- Coordinating the firm's position with respect to data protection compliance generally
- Assisting in the review of new supplier contracts, new systems and processes and other compliance documents
- Being the first point of contact for compliance related data issues including handling potential data breaches
- Coordinating and supporting the firm's Data Protection Champions
- Maintaining ICO registrations
- Responding to client compliance questionnaires as they relate to data protection

### **Skills & experience**

- Solid understanding and practice of IT architecture, organisational governance, and information security.
  - Experience in implementing and ongoing management of an ISMS and maintaining ISO 27001 certification in a complex multi-faceted business.
  - Experience as an ISO27001 Implementor/ Auditor.
  - Experience in information security risk management, data protection and project management.
  - Minimum 1 years relevant experience in information security management or governance roles.
  - Proven experience in implementing and maintaining ISMS and compliance frameworks in highly regulated industries.
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- Working knowledge of ISO27001, Cyber Essentials Plus and other relevant security standards and regulations.
  - Ability to design and manage a common control framework.
  - Awareness of monitoring tools and methods to ensure security compliance.
  - Experience with incident response procedures and reporting processes.
  - Knowledge of Disaster Recovery process and testing.
  - Strong communication skills, both verbal and written, with the ability to pitch according to audience and deal with people in a professional, courteous manner in diverse situations.
  - Ability to translate technical issues to non-technical stakeholders
  - Experience in data protection, including in running a data protection compliance programme.

## **Our values & culture**

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but simply ask that everyone spends on average across the year more time in the office than out of it.

Our firm values, which we very much “live”, are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. We are signatories to the Mindful Business Charter and take our commitment to staff welfare and work life balance very seriously.

None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture. No one is competing for hours and everyone knows they can enjoy downtime when it arrives.

## **Training & career progression**

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Mentoring schemes are available for fee earners while members of the HR team can provide personal coaching and guidance in non-legal and personal management skills.

Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training.

## **Reward & benefits**

Our salary and bonus structure reflects our absence of billing targets and collaborative culture and any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families.

## **Diversity & inclusion**

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society’s Diversity and Inclusion Charter. As a firm, and as individuals, we do all we

can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive. Our Charities Committee is equally busy and puts on a range of events from sporting to baking to our Christmas Craft Shop, all in aid of our Charity of the Year. Our Wellbeing Programme is championed at partner level and is structured around the pillars of Physical, Mental, Financial and Community wellbeing with an annual programme of events, educational activities and support.

It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please [see here](#). For more information on our [firm values, see here](#).