

Position Description - Security & Compliance Officer



Who we are

GetBusy <http://www.getbusy.com>

What we are looking for

A very experienced Security and Compliance professional who can lead our efforts to continually improve our operational and legislative compliance stature, and ensure we remain highly compliant in all that we do whilst we look after our customers and execute our plan to take over the world

Where we are

HQ - Sawston, Cambridge, UK

The opportunity

We are on an exciting journey, and we need help from a kick-ass and innovative security and compliance legend! You'll need to be really smart, experienced and highly motivated to make the grade.

This is a key leadership role, covering all aspects of GRC and ISDP, that will see you define, lead and execute a global information security and data privacy strategy across our awesome company.

The team

The GetBusy team is having a blast while using agile principles and the latest methodologies and best practice to deliver the highest quality products to nearly 60,000 customers and over 1 million users globally. And that's only just the start!

It's a great team, producing, providing and servicing great products in a great way. We offer you the opportunity to:

- be part of a highly specialised, collaborative and motivated team
- learn from and be inspired by skilled colleagues
- teach and inspire others
- develop your skill set - research and adopt the methodologies, principles and technologies
- make your mark and, in doing so, make us better

The role

Working closely with members of the Global Senior Management Team, the CTO and OD in particular, you'll take first-hand responsibility for ensuring we meet all of our legislative and regulatory obligations, follow best practices, and go above-and-beyond what's required to protect the security and compliance posture of our business and fulfil our duty of care to our customers.

Primary Responsibilities

- Ownership of our security and compliance strategies and schedules to ensure that we do everything in a proper fashion and exceed our legislative or regulatory responsibilities
- Ownership of our public terms, notices and related resources, internal policies and procedures, working with external advisers where required
- Keeping up to date with relevant legislation, trends and best practices to ensure we stay ahead of the curve
- Team awareness, education & training
- Third party compliance
- Standards, certification, related auditing and third party coordination, such as ISO 27001, PCI DSS, SOC, PrivacyShield, GDPR, HIPPA, FINRA, Penetration Testing etc
- Issues management and incident response
- Risk management
- Change management
- Providing timely, well-informed and helpful guidance and responses to related enquiries from internal and external parties, including customers
- Testing and monitoring that we are doing what we think we are doing and that it really works
- Continual improvement

Essential skills & experience

- Extensive background in security and compliance, obtained from operating in similar senior positions
- Professional certification such as CISSP, CISM, CISA or similar industry or accounting/legal qualification
- Strong working knowledge and experience of information security standards and best practice such as ISO 27001, PCI DSS etc
- Excellent verbal communication skills with the ability to present at a senior level and to large groups
- Excellent written communication skills and a passion for documentation
- Demonstrable track record of applying innovative methodology to security & compliance
- Significant experience in performing and/or participating in auditing and technical assessments
- Demonstrable understanding of information security, compliance and related legislation as it applies to software companies, with a specific emphasis on SaaS and IaaS
- A very good all-round knowledge of technologies, platforms, software development techniques, vulnerabilities, technical threat landscape and related trends
- Experience working with legal advisers and a natural ability to interpret and contribute to legal documents
- Experience implementing new organisation-wide procedures
- Experience defining compliance roadmaps
- Ability to work at a fast pace but in a highly organised fashion to deliver high quality solutions to complex problems
- Ability and willingness to travel internationally (albeit infrequently)

Desired skills & experience

- Experience working for a publicly traded company in a similar role
- Understanding of international security and compliance legislation and regulations (e.g. UK, EU, USA, Australia)
- Understanding of industry specific legislation and regulations (e.g. Accounting, Financial Services, Healthcare etc)
- Understanding of eSign legislation
- Experience of working in an Agile environment

What you need to be

We're looking for a certain type of person. We want people who:

- have a passion for detail but the ability to communicate about complex stuff in simple terms
- take ownership of and pride in their work
- have a hands-on approach
- have a flexible and positive attitude
- have the desire and ability to always be learning on the job
- have a proven ability and love for problem solving and lateral thinking

Benefits

As well as getting to be part of an awesome team doing amazing things, you'll get to be part of the family and enjoy all the benefits that brings

(see our culture and benefits statement)

How we roll

- Step #1 - We'll give you a buzz (video call) and chat for 15 minutes to check you out
- Step #2 - We'll ask you to attend a remote video interview in which we will really test your knowledge and experience
- Step #3 - If we like what we hear and see, we'll ask you to come for a interview in Sawston, Cambridge, UK
- Step #4 - We'll perform formal background checks and ask to speak to people you have worked with before
- Step #5 - If you're successful, we'll offer you the best job you've ever had

gb:Culture & benefits

Culture

Enjoy living our values

Every customer experience must include a smile 😊

The original and arguably the most important rule.

If we can satisfy our customers, and genuinely improve their lives, success will follow. This applies to every single customer. Every time. At every point of interaction no matter how small. No exceptions.

Show grit and make sh#%t happen 💪

Your mental toughness and perseverance is a better predictor of your success than any other factor. Also, the happiest and most successful people are the ones who persevere - grit is long-term.

There will be achievements and failures along the way - embrace the journey.

It's hard to beat a person who never gives up, so roll up your sleeves and DO things already!

Keep it simple 🧠

We'll keep this one short.

If you can't explain it simply, you don't understand it well enough, no matter how smart you are.

Always challenge yourself to radically simplify.

Every experience must seem delightfully intuitive, Familiar and clear, yet new and surprising.

Better together 🐜🐜

Stay positive. Positive thinking will allow us to achieve the impossible.

No egos. Best idea wins.

We've got each others back. There are introverts, extroverts, creative, emotional and logical thinkers. We need everyone working together to win.

A culture of innovation, not fear.

BSU 

(Blow Sh#%t Up!)

We're out to change the world. We thus need to break from convention and be a disruptor to win.

We're an agile company. That means not being afraid of change.

Remember: to improve is to change, to be perfect is to change often.

Data drives decisions 

We're a data driven organisation. We must be lead by our data, and be agile to it.

We need to collect as much data as possible, understand it as simply as possible, then come to the best possible decision.

You must determine your own personal success with data. If you don't report on it, it didn't happen.

Benefits

Express yourself

Dress how you wish when you're in the office 🍷

Be yourself

Be yourself. We are like family, and like family, we accept you for who you are 🌈

Flexible hours & remote working

Some things cropped up! You need to be at home to let the plumber in or the kids need picking up from school - no problem. Want your week to be 8-4:30 instead of 9-5:30 then we will do our very best to accommodate. We're relaxed, as long as it works itself out and it doesn't stitch up our customers or our team. We're working hard to create an environment where you can work effectively from anywhere 🏖️

Duvet day

You wake up. It's cold. Stay in bed. One unplanned duvet day a year! Catch up on that box set everyone's talking about 🛏️

It's your birthday

Take the day off and enjoy 🎁

Generous holidays

20 days holiday + 1 extra day for each year with us (25 max) + 8 days bank holiday + 1 duvet day + 1 birthday day = **30-35** days a year 🌴

Pension

You can manage your funds online and be as sensible or risky as you like. We'll do our best to help you get prepared for when you're old and wrinkly 🧘

Get the heart pumping

Join a table tennis tournament, head to the park for Sprint Club for a Tuesday lunchtime bootcamp experience, top it up with Core Club if you're truly hardcore, join in with basketball or play football on a Thursday night. 🏀⚽🏃

We'll keep you going

Got a deadline and pushing hard? We'll pick up the tab if you work through lunch, and dinner is on us if you work late into the evening 🍔

Tax free kiddiecare

Use our childcare voucher scheme to save up to £933 a year! 🧒

Away days

Depending on your team, you're guaranteed to get away to do something uber fun together at least once a year 🏕️

Decent kit

No rickety old tin here - we'll make sure you you have great gear and tools to make your days soooo much easier. We'll also arm you with a nerf gun and enough ammution to barely defend yourself on your first day 🎮

Get in the game

Jump on the playstation or xbox whenever you like - not a gaming geek - maybe the dart board is more your thing 🎮🎯

Save yourself

Why pay full whack if you don't have to? Make tonnes of savings on a bunch of things from top retailers via <http://www.edenred.uk.com> 💰

Good times

An awesome family summer party and a stellar Christmas knees-up mean we always have plenty of stuff to laugh at each other about 🤪

Office

Whilst we work to create an all round awesome office experience in every country, there's a minimum you can expect...

Unlimited tea & coffee !

Decent coffee and proper tea - if your an instant coffee drinker... well... don't worry... we'll educate you ☕

Just Chill

Ping pong table, consoles, darts and some very competitive leagues in them all 🕶️

Beer

There will always be a beer in the fridge for you to reward yourself for a hard days graft 🍺

Toasty Tuesdays

Get dirty with double cheese and throw in some beans from the help yourself toasty bar every Tuesday lunch time 🧀