

# Job Description

**Job title:** Cyber Security Analyst

**Post number:** <Post number>

**Reports to:** Information Security Manager

**Department/School:** Information Services

**Grade:** 7

## Purpose of the role

The University of Brighton (UoB) has recently developed its strategic plan for information security 2022 -27 to create a strong and scalable cyber security function covering people process and technology.

As part of the cyber security team and reporting into the Information Security Manager, the post holder will liaise with technical specialists within Information Services and other departments to agree appropriate security measures to ensure the confidentiality, integrity and availability of university systems and data. The post holder advises and offer guidance on existing security arrangements and be actively involved in the specification, design, and implementation of new services. The post holder must ensure that they keep up to date with developments in best practise, standards, and technologies within the sector and beyond.

**Line management responsibility for:** N/A

**Main areas of responsibility:**

* Responsible for implementing, maintaining, and supporting the security controls that protect the UoB systems and data assets from threats and hazards.
* Work collaboratively with IT teams to encourage security by design and support a strong security culture
* Help manage the relationship with outsourced security vendors, working collaboratively to mitigate risk.
* Ensure that security technologies and practices are operating in accordance with the UoB policies and standards to mitigate risk and ensure compliance.
* Provide incident response (detection, containment, and recovery activities) in collaboration with external partners.
* Identification of security threats and vulnerabilities and ownership of resulting tickets until resolution.
* Liaise with technology and business teams to define effective security controls, practices, and processes and advise on implementation.
* Maintaining the vulnerability management and security testing programmes to ensure timely response and identification of threats
* Provide management reporting of security metrics to the Information Security Manager
* To develop and continuously improve existing policies, procedures, and controls.
* To maintain a high level of awareness of the cyber security threat landscape, and how it impacts the business.
* Respond to compliance security questionnaires and security related queries from internal staff.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these will be added at the end of the criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Technical investigation skills, the ability to research and collate information from a wide variety of sources into technical reports and recommendations – (A)
* Shows aptitude for analysing and managing problems arising from incidents in the operation of information systems combined with the ability to provide innovative technical solutions. (A)
* Contribute to the resolution of any security-related major incidents, involving intense periods of collaboration, problem solving and sometimes working extended hours. (I)
* Written and verbal communication skills with an ability to present to a wide range of audiences ranging in knowledge of technology, business awareness and seniority (A, E).
* Broad experience across technologies such as but not limited to: Firewalls, IPS & IDS, DLP, WAF, AD/AAD, vulnerability management. (A, I)
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| **Qualifications** |
| * Professionally qualified with a relevant degree or substantial vocational and relevant experience demonstrating ability in an operational setting as a cyber security analyst (A)
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| **Experience** |
| * Experience in a similar security analyst role. (A)
* Experience in developing people-centric security controls with a focus on awareness, prevention, detection, and response. (I)
* Demonstrable relevant experience in methods and techniques for risk management, business impact analysis, countermeasures, and contingency arrangements (A/I).
* Experience in incident response and recovery (A)
* Experience working alongside an outsourced SOC (I)
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| **Managing people** |
| N/A |
| **Physical demands and/or other requirements** |
| * The role will require a basic DBS criminal records check (Disclosure & Barring Service). (A)
* The role will occasionally require lifting and moving equipment. (A)
* The role will require occasional travel to university sites. (I)
* Regular use of Screen Display Equipment
* There may be a requirement to work occasional evenings and weekends (I)
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **November 2022**