

Job Profile

Job Title:	Cyber Security Analyst	Grade:	J
Reporting to:	Head of ICT & Transformation		
Responsible for:	N/A		
Experience:	<p>Essential</p> <ul style="list-style-type: none"> • Broad range of IT security knowledge, including trend analysis • Knowledge and experience of cyber security threats • Knowledge of mainstream security technologies (network security, SIEM, vulnerability scanning, etc.) • Experience in developing, documenting and maintaining security policies, processes, procedures and standards • Experience in security incident management tools and processes (security information event management (SIEM)) <p>Desirable</p> <ul style="list-style-type: none"> • Experience of proactive/preventative cyber defence tools • Experience of dealing with mitigation of potential attacks • Experience of being the lead/point of escalation for cyber incidents • Basic understanding of Azure/365 Defender • Awareness of Cyber Essentials criteria • UK Local Authority experience 		
Specialist Knowledge:	<ul style="list-style-type: none"> • Cyber security • Security technologies 		

Qualifications:

5 GCSE's Grade C or above (including English and Maths), or equivalent
CISM qualification desired but not essential

Special Circumstances:

Occasional limited travel will apply.

Job Purpose:

Key tasks, responsibilities and outcomes

- Act as the overall lead for all cyber security related issues
- Support the development, review and annual testing of a cyber-incident response plan
- Create and maintain an effective corporate cyber security awareness educational program
- Ensure a strong cyber security posture, looking for areas to increase security maturity, reduce operational risk etc.
- Identify and propose new or incremental tools, processes, training material or other items for consideration for additional budget spend
- Implement a quarterly Cyber Security Posture Review, together with reports/dashboards and action tracking
- Regularly review relevant security advisories and security monitoring alerts, identify threats and liaise with our infrastructure and support teams to agree actions to mitigate risks
- Develop, document, and maintain security procedures
- Own relationships with supporting organisations such as local WARP, KPSN, LGA, NCSC etc.
- Work with key suppliers and partners in relation to the security services delivered
- Ensure security best practices are followed for implementation of IT systems
- Deal with third party suppliers in terms of procurement, patch management and disaster recovery
- Assess on an ongoing basis the Council's cyber risks associated with cloud/SaaS solutions
- Strong communication and team working skills
- Excellent methodical and logical approach
- Perform gap analysis work to identify future requirements
- Undertake other duties commensurate with the grade of the post.

This, together with the competency levels is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and, in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you. All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.

Core Behaviours

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



Communication

Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

Ineffective behaviours:

- Giving contradictory or conflicting messages
- Being aggressive, sarcastic or patronising
- Using email to avoid difficult conversations
- Hiding behind jargon
- Dominating conversations
- Interrupting when others are speaking

Respect

Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

Ineffective behaviours:

- Assuming all people are the same
- Ignoring discrimination
- Applying stereotypes to individuals/groups/ communities
- Using status or experience to undermine others
- Intimidating or upsetting others through own behaviour
- Taking the credit for others' work

Accountability

Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

Ineffective behaviours:

- Blaming other people or other departments for mistakes and own poor performance
- Coasting along – only doing enough to get by
- Allowing identified problems to drift and hoping for the best
- Continuing to follow a course of action when it is already proving unworkable
- Giving poor service to customers or colleagues seen as demanding
- Not doing what you say you are going to do
- Putting off making difficult decisions

Adaptability/Flexibility

Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

Ineffective behaviours:

- Always sticking to the same course of action
- Being cynical and negative about change / viewing change as upheaval rather than growth
- Taking a narrow view of own role
- Not seeing the need for or taking responsibility for own development
- Waiting for things to happen to you
- Ignoring others' negativity or ineffectual behaviours

Collaboration

Demonstrated by:

- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution

Ineffective behaviours:

- Cherry picking the best/most interesting tasks
- Working in isolation or only with immediate colleagues
- Imposing personal views and work methods on others and dismissing their views
- Not embracing and seeking out others' skills and experience
- Being content to deliver what is adequate