Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Risk Analyst

Department/Division: DTS   **Accountable to:** Head of IT Risk and Compliance

Job Summary

The main purposes of the Risk Analyst role are: delivering continual improvements to the risk management process; creating templates; conducting as hoc risk reviews; administering the Operational Risk Committee and Risk Register; ensuring risks are updated as required; raising user awareness about technology risks and practices; monitoring compliance; participating in projects as required.

The Risk Analyst will work very closely with the Head of IT Risk and Compliance and will be expected to take the lead on initiating risk reviews to ensure that all platforms and services are understood, that all risks have clear ownership and that risks are escalated as required. It is essential that the post holder is able to engage with a wide range of staff with differing backgrounds and technical competencies and has a knowledge of the higher education environment.

Duties and Responsibilities

Reporting to the Head of IT Risk and Compliance, they are responsible for:

Risk management:
- Participating in Risk Assessment activities carried out by the Head of IT Risk and Compliance
- Responding to reports of new risks and ensuring that they are assessed and recorded appropriately
- Analysing risk remediation requirements
- Monitoring existing risks, following up on remediation activities, ensuring progress updates are provided as required
- Producing risk reports as required
- Contributing to the capture and reporting of key performance indicators for the team
- Assisting in the continual service improvement of the risk management function
- Contributing to the success of the Technology Operational Risk Committee, assisting with its administration by preparing agenda items, reports and reviewing actions
- Deputising for the Head of IT Risk and Compliance when required

Compliance:
- Assisting in the administration of the PCI DSS Compliance Group
- Preparing for PCI DSS audits

- Conducting spot checks and audits to ensure systems meet minimum standards, mandatory controls and other requirements
- Following up on control implementation

Vulnerability Management:
- Review vulnerability output from various sources and produce reports
- Coordinate with other teams to implement vulnerability remediation measures where necessary
- Escalate any concerning findings or non-movement of remediation

Skill Requirements
- Experience of risk management frameworks
- Strong analytical skills.
- Ability to organise and prioritise work in an effective manner.
- Ability to work under pressure and unsupervised
- A methodical and disciplined approach to work.
- Good general knowledge of IT infrastructure environment(s).

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.