



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Information Security Analyst

Department/Division: Data & Technology Services **Accountable to:** Information Security Manager

Competency	Criteria	E/D
Knowledge and Experience	Knowledge of issues surrounding systems, network, application, or end user security vulnerabilities	E
	Good understanding of information security vulnerabilities and threats	E
	Experience dealing with operational security, information security incidents, including liaison with other teams and institutions	E
	User experience of SIEM tools	E
	User experience of vulnerability scanning tools, threat detection and response tools	D
	Understanding of relevant legislation affecting the delivery of IT services (e.g. GDPR, Computer Misuse Act, RIPA)	E
	Knowledge of information security standards (e.g. ISO27001, Cyber Essentials, NHS DSP Toolkit, PCI DSS)	E
Communication	Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact	E
	Empathy with both staff and student situations	D
	Experience of taking a proactive approach to liaising with colleagues across an organisation	E
	Experience of delivering clear and consistent communication with team and colleagues	E
Teamwork and Motivation	Evidence of liaising with various teams to carry out incident investigation	E
	Role model enthusiasm and energy about their work and	E



	encourage others to do the same Ability to be self-motivated and work on own initiative A dynamic and enthusiastic personality, combining flexibility with creativity	E E
Liaison and Networking	The ability to communicate effectively with both IT managers and non-technical managers within the School	E
Service Delivery	Ability to analyse vulnerabilities and implement remediations Analyse and respond to reports of threats, vulnerabilities and incidents Delivering spot checks and other audits against predefined standards or frameworks	E E D
Planning and Organising Resources	Ability to plan and organise workload and consistently meet deadlines, often under pressure	E
Initiative and Problem Solving	Draw together disparate leads in order to understand an issue Ability to operate independently and resolve unexpected situations Seeks to understand where process is mandatory and where opportunities to vary exist Ability to identify where improvements to process can be made Quick thinking to address unexpected problems	E E E E E
Leadership	Experienced in understanding and supporting clear directions and messages for team members	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.