



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: Risk Analyst

Department/Division: Data & Technology Services **Accountable to:** Head of IT Risk and Compliance

Competency	Criteria	E/D
Knowledge and Experience	Experience of writing reports for technical and non-technical audiences, using a variety of presentation methods	E
	Knowledge of issues surrounding systems, network, application, or end user security vulnerabilities	E
	Understanding of information security	E
	Experience of risk frameworks and risk assessments	D
	Experience performing audits or system compliance checks	D
	Understanding of information security standards, such as PCI DSS	D
	Experience of the risk context of various environments	D
	Previous experience working in a Higher Education environment	D
Communication	Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact	E
	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
	Confidently handle challenging conversations or situations and can support others in the process	E
	Listen to, understand, respect and accept the value of different views, ideas and ways of working.	E
	Excellent communication skills with a good command of the English language both orally and in writing	E
		E



	Evidence of ensuring staff members are treated with respect and experience of handling difficult feedback when behaviours are inappropriate	
Teamwork and Motivation	Understands the purpose of the role and how that contributes to the work of the team	E
	Role model enthusiasm and energy about their work and encourage others to do the same	E
	Ability to be self-motivated and work on own initiative	E
	Actively engages in self-learning activities both self-initiated and identified in a review	E
	A dynamic and enthusiastic personality, combining flexibility with creativity	E
Liaison and Networking	The ability to communicate effectively with both IT managers and non-technical managers within the School	E
	Ability to develop networks of people across professional services to take a collegiate approach to supporting business objectives	E
	Experience of sharing knowledge and experience with others openly and effectively	E
Service Delivery	Ability to analyse risks, identify remediations and develop effective control processes	E
	Analyse and understand the implications of threats, vulnerabilities and incidents	E
	Delivering spot checks and other audits against predefined standards or frameworks	D
Planning and Organising Resources	Ability to plan and organise own work to deliver effective, agreed outcomes as per scheduled	E
	Able to identify and design service improvements to the service	E
	Able to prioritise competing tasks in an efficient and practical manner	E
	Able to complete and update tasks related to operational plans	E
Initiative and Problem Solving	Draw together disparate leads in order to understand an issue	E
	Ability to operate independently and resolve unexpected situations	E
	Seeks to understand where process is mandatory and where opportunities to vary exist	E
	Ability to identify where improvements to process can be made	E
	Quick thinking to address unexpected problems	E



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



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.