Role Profile

Name:	
Job Title:	IT Security Analyst
Level:	4
Reports To:	IT Security Manager
Location:	Swansea

Purpose:

As an IT Security Analyst, you will be working within the Technology Services department to help maintain and deliver the security of the company's technology infrastructure and assets. You will participate in delivery of vulnerability testing and remediation, take a lead in the monitoring and maintenance of QRadar and Darktrace systems, and undertake various other reporting and monitoring activities using an array of applications while ensuring alerts are actioned in a timely manner.

As part of the IT Security team you will be responsible for helping to embed a culture of security within the day-to-day operations of the department, ensuring the cyber security of the company is integrated and maintained at all times.

Key Responsibilities:

- Managing both the internal and external vulnerability testing. Ensuring tests are conducted in a timely manner and any vulnerabilities identified are managed in accordance with the corporate risk appetite
- Maintaining vulnerability lists ensuring technical teams are aware of latest vulnerabilities and available patches
- Scoping, scheduling, overseeing, and remediation tracking of all third-party penetration testing activities
- Managing and maintaining all security monitoring and reporting applications
- Working with the technical teams to ensure system build and configuration standards are correct
- Conducting technical audits on servers, desktops and other infrastructure to ensure system build and configuration standards are being followed
- Deputising for the IT Security Manager at internal and external meetings
- With the IT Security Manager represent the department / company at external audit / compliance meetings
- Performing analysis of log files and identifying events of interest
- Conducting security incident reviews
- Acting as a point of reference for technical security issues within the company
- Ensuring all IT security documentation is accurate and up to date
- Supporting the Technology Services management team

Skills & Experience:
Prior experience and knowledge of the following:
- 3-5 years' experience as a junior or full IT security Analyst
- Active Directory
- SIEM Technologies (QRadar)
- Darktrace
- Linux and Windows server technologies
- Networking principals (TCP/IP, DNS, firewall, switch)
- Clearswift web gateway
- Mimecast
- Office 365 administration
- Password management systems
- Scripting languages such as python, PowerShell and batch files
- Endpoint security products such as Sophos
- ITIL Framework exposure
- Patch Management
- IT risk management principles
- Ability to communicate complex IT & security issues to non-technical staff and management

Core Competencies:
- Effective Communication Skills
- Presentation Skills
- Report Writing
- Initiative & Change
- Driving & Delivering Results
- Problem Solving
- Time Management
- Decision Making
- Teamwork
- Commercial Awareness
- Building Relationships

Name (PRINT):

Signature:

Date: