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| **Name:**  |  |
| **Job Title:**  | Information Security Analyst |
| **Level:**  | 4 |
| **Reports To:**  | IT Operations Manager |
| **Location:**  | Swansea |

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| **Purpose:** Work as part of a small team to support the IT Operations Manager in the development and maturation of the Information Security function. Contributing to Regulatory Compliance, IT Audit Governance, IT Risks and work as part of the wider team to provide key subject matter resource for the Technology GDPR deliverables.  |

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| **Key Responsibilities:*** Contribute to security-related initiatives such as Internal and External Information Security Audits and Vendor Management processes.
* Perform information security reviews of the core business and group activities, as well as third parties.
* Provide guidance and assist business stakeholders with Informational Security enterprise.
* Manage and negotiate audits and reported audit issues with Internal / External Audits in order to influence the final audit report rating.
* Contribute to the future of Information Security & Governance strategy.
* Drive and mature the implementation of ISO27001 ISMS and its ongoing maintenance and related activities such as internal audits and evidence exercises.
* Contribute to maintaining Information Security Audit program and Risk Event Register, in line with ERS corporate governance requirements.
* Recommend and implement changes in security policies and practices in accordance with legislation.
* Keeping abreast of industry trends, emerging controls, and legal and regulatory changes; particularly FCA, Lloyds, PCIDSS, GDPR and participating in industry forums to ensure compliance with Information security trends and standards.
* Assist with team development and communicate enterprise-wide information security related metrics and reporting to all levels, to include risks assessments, information security policy/standards approvals and exceptions, and supplier security assessments.
* Produce management dashboards and regularly report into the accountable IT Operations Manager to ensure timely and accurate delivery of the aforementioned duties are undertaken, to achieve successful operational performances.
* In the absence of the IT Operations Manager, work as part of a team collectively to make decisions relating to Information Security in order to respond to a variety of demands.
* Embody and exemplify the ERS values in all aspects of day to day activity
* Undertake all other duties as reasonably required and directed.

**Skills & Experience:*** Knowledge of information security practices and procedures with 2 years’ experience in an Information Security / IT Governance role.
* Strong Experience with PCIDSS, and ISO27001.
* Strong GDPR compliance knowledge.
* Ideally certification in one of the industry standards - CISA, CISM, CISSP.
* Ability to produce management and reports to an agreed schedule or upon request
* Proven communication skills with multiple levels of an organisation, including interaction with senior level business partners within the company.
* Strong influencing and relationship management skills – capability to build and maintain Customer/Supplier relationships.
* Excellent ability to manage multiple high priority efforts / competing priorities and flexibility to adjust to changing requirements, schedules and priorities.
* Self-driven and resourceful to achieve goals independently as well as working well in groups.

**Core Competencies:*** Effective Communication Skills.
* Initiative & Change.
* Driving & Delivering Result .
* Problem Solving.
* Decision Making.
* Teamwork.
* Commercial Awareness.
* Building Relationships.
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| **Name (PRINT) :**  |  |
| **Signature:**  |  |
| **Date:**  |  |