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

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| **Purpose:** Work as part of a small team to support the Information Security Manager in the development and maturation of the Information Security function working within the Technology Services department, sitting alongside specialist Governance, IT Security & technical staff. The Analyst will contribute to Regulatory Compliance, IT Audit Governance, IT Risks and provide key subject matter resource for the Technology GDPR deliverables. As a member of the IT Governance team the Analyst will be responsible for helping to embed a culture of Information Security within the day-to-day operations of the department, ensuring the Confidentiality, Integrity and Availability of the services provided to the enterprise. |

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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 assurance reviews of the core business and group activities, as well as third parties.
* Provide guidance and assist business stakeholders with Informational Security enterprise.
* Contribute to the future Information Security & IT Governance strategy.
* Assist to 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 programs and Risk Event Registers, in line with ERS corporate governance requirements.
* Recommend and implement changes in security policies and practices in accordance with legislation.
* 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, supplier security assessments.
* Produce management dashboards and regularly report into the Information Security Manager to ensure timely and accurate delivery of the aforementioned duties are undertaken to achieve successful operational performances.
* Deputise for the Information Security Manager at internal and external meetings.
* In the absence of the Information Security Manager, work as part of a team collective to make decisions relating to Information Security in order to respond to a variety of demands.
* Keep abreast of industry trends, emerging controls, and legal and regulatory changes; particularly FCA, Lloyds, PCIDSS, GDPR and participate in industry forums to ensure compliance with Information security trends and standards.
* 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 minimum 2 years’ experience in a Business Information Security / IT Governance role.
* Strong Experience with PCIDSS, ISO27001.
* Strong GDPR compliance knowledge.
* Ideally holds certification in one of the industry standards - CISA, CISM.
* Ability to produce management information 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.
* Proven ability to manage multiple high priority tasks / competing priorities and flexibility to adjust to changing requirements, schedules and priorities.
* Self-driven and resourceful to achieve goals independently as well as work well in groups.

**Core Competencies:*** Understanding of IT Risk Management.
* Understanding of Compliance and Auditing, preferably from a financial services background.
* Effective Communication Skills.
* Initiative & Driven.
* Problem Solving.
* Teamwork.
* Commercial Awareness desirable.
* Building Relationships.
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| **Name (PRINT) :**  |  |
| **Signature:**  |  |
| **Date:**  |  |