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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:** |  |