

<b>JOB DESCRIPTION</b>	
<b>Post:</b>	<b>IT Systems Security and Compliance Analyst</b>
<b>Responsible to:</b>	<b>Head of IT Services</b>
<b>Pay Band:</b>	<b>7</b>

**Job Purpose:**

To support the use of information technology across the college. To work effectively and support the Head of IT Services and IT Services staff at Abingdon and Witney College campuses.

**Main Duties**

To work with the Systems Support team to provide 2<sup>nd</sup> and 3<sup>rd</sup> line support to the college IT systems.

**Infrastructure**

1. To assist in specifying IT infrastructure developments, including all systems enhancements
2. Ensure system security is monitored and keep up to date. To address any security issues prior to when they occur.
3. To ensure all operating systems, software versions and firmware of systems are up to date with supplier's recommendations.
4. To ensure cisco network software is up to date and secure.
5. To support & monitor cyber security recommendations ensuring the security of our systems are up to date.
6. Monitor for attacks, intrusions and unusual, unauthorised or illegal activity and ensure threats are actioned before they impact the college systems.
7. Monitor identity and access management, including monitoring for abuse of permissions by authorised system users.
8. Generate reports for both technical and non-technical staff and stakeholders
9. Engage in “ethical hacking”, for example, simulating security breaches, phishing attacks
10. Assist with the creation, maintenance and delivery of cyber security awareness training for colleagues.
11. To lead the undertaking of gaining cyber essentials plus for the college and retaining the certification.

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12. To manage 3<sup>rd</sup> party technical suppliers and hold service review meetings
13. To maintain and make enhancements to the Office 365 systems.
14. Ensure business continuity plans for college systems are in place and tested once a year.

### General Technical and Other Support

1. To assist in the evaluation of new products that may be needed to support the work of IT Services.
2. To carry out all levels of support when needed, involving travel to other campuses or partner sites.
3. To share knowledge and technical expertise with others in the team.
4. To contribute to all function which are part of the work of IT Services, eg procedure creation, record keeping, monitoring of the system.
5. To provide 1<sup>st</sup> Line IT support when required.

### PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	experience of second and third line IT systems support	Application form
2	experience of working successfully as a member of a team	Application form/Interview
3	excellent customer service skills	Application form/Interview
4	experience of working in a Microsoft Windows server environment	Application form/Interview
5	the ability to use a degree of initiative in the solution of problems	Application form/Interview
6	excellent organisational skills	Application form/Interview
7	good oral and written communication skills	Application form/Interview
8	the ability to work to deadlines and under pressure	Application form/Interview

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<b>9</b>	the ability to take responsibility for several jobs simultaneously, and see them through to completion	Application form/Interview
<b>10</b>	experience with managing O365 Security and compliance manager	Application form/Interview
<b>11</b>	experience in managing vulnerability software	Application form/Interview
<b>12</b>	experience in managing MFAs	Application form/Interview
<b>13</b>	experience with O365 Data Loss Prevention (DLP)	Application form/Interview
<b>14</b>	experience using cisco switches	Application form/Interview
<b>15</b>	The ability to travel between sites	Application form/Interview

It is **desirable** that the post holder has:

	<b>Desirable Criteria</b>	<b>How Assessed</b>
<b>1</b>	IT related qualification	Application form/Qualification certificates
<b>2</b>	experience in network security	Application form/Interview
<b>3</b>	experience in managing projects	Application form/Interview
<b>4</b>	experience in managing a SIEM	Application form/Interview

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