

ROLE DESCRIPTION

1. Job Title: Cyber Security Officer

2. CONTEXT

The West Herts College Group offers a range of education across four campuses in Watford, Hemel Hempstead and Luton. The College provides technical and professional education and training to develop the skills individuals need to gain employment, increase their earning potential, and improve their life chances in general. Students are able to access a broad range of courses and qualifications, offered on a full and part-time basis, covering further education, higher education, apprenticeships, professional and community learning.

Technical service teams are located on each of the College's four main campuses, providing a range of high quality, integrated administrative services for students, staff and other external stakeholders.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of IT Governance

4. MAIN PURPOSE OF JOB

This role supports the provision of IT cyber security and compliance (including legal and regulatory). This remit spans all infrastructure and application services provided by WHC Group IT.

5. DUTIES AND RESPONSIBILITIES

- Support the development, implementation and maintenance of policies, standards and operating procedures for IT security and compliance within WHC Group.
- Lead the maintenance of Cyber Essentials accreditation, working with technical colleagues in DevOps and Service Delivery to ensure ongoing compliance.
- Develop, implement, and maintain an Information Security Management System (ISMS) based on ISO27001 to ensure WHC Group follow best practice IT security.
- Stay abreast of security developments and changes to legislation. Translate these to requirements for WHC Group.
- Lead security and compliance assessments and penetration tests to ensure gaps are proactively identified and addressed, working with DevOps colleagues to deliver any remediation plans.

- Manage security vulnerability assessment and remediation planning to ensure WHC Group is up to date with security analysis and protection.
- Identify critical patches for WHC Group systems and work with DevOps and Service Delivery colleagues to plan and release in a controlled manner.
- Work with DevOps colleagues to plan and organise penetration testing, ensuring remediation work is completed in a timely manner.
- Work with DevOps and Service Delivery colleagues to ensure Cyber Security is considered in all Change Requests, upgrades, and project work.
- Provide out of hours support for security incidents as required (Time off in lieu applies).
- Support WHC Group IT in security audit preparation and audit action implementation.
- Lead the execution of security or compliance specific projects, ensuring changes are transferred into BAU activity within DevOps and Service Delivery functions.
- Provide monthly security and compliance reporting and security incident reporting, with a 'horizon scanning' element to notify WHC Group leaders of current threats. Reporting must be written in nontechnical language.
- Work with DevOps colleagues to run cyber security campaigns and produce written output reports and remediation plans where necessary.
- Create quarterly cyber security campaigns to educate students and staff in maintaining high levels of cyber security awareness.
- Ensure cyber security awareness training is updated and remains relevant to current threats.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to develop skills and knowledge.
 - Undertake Continued Professional Development (CPD) to maintain up to date skills and awareness of current trends and industry direction
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities within their job role.

- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Director of IT and Systems or line manager may determine from time to time.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time. They do not form part of the jobholder's contract of employment.