

## ROLE DESCRIPTION

### 1. Job Title: IT Security Specialist

### 2. CONTEXT

The West Herts College Group offers a range of education across three 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.

IT & Systems teams are located on each of the College's three 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 DevSecOps

### 4. MAIN PURPOSE OF JOB

Lead a 3<sup>rd</sup> party SOC function responsible for detecting, analysing, reporting and responding to security threats, ensuring the day-to-day effectiveness of security tools and incident response processes. Translate security strategies into operational procedure, manage vulnerability remediation. Own West Herts security for corporate IT and be the go-to person for IT security.

### 5. DUTIES AND RESPONSIBILITIES

- Own the detection, triage, investigation, and remediation of security incidents, including conducting post-incident reviews.
- Oversee regular vulnerability assessments, scanning, and patching activities.
- Act as the main point of contact, providing regular status updates, and aligning any service and project goals with business objectives.
- Motivate, coach, directing and guiding cross-functional teams to deliver security deliverables.
- Create, document, and update standard operating procedures (SOPs) and incident response plans.
- Support security service transition from project to production ensuring a security framework model with monitoring is in place for go live.
- Manage security service providers and third-party tooling.

- Manage and plan security release schedules for deliverables as part of small change control policy.
- Ensure to review any relevant legislation changes for security e.g. Cyber Essentials and GDPR.
- Ensure to maintain critical certifications such as Cyber Essentials.
- Support with the development of the security roadmap.
- Own and deliver regular security campaigns and training for all West Herts staff.
- Conduct regular service reviews and manage 3<sup>rd</sup> parties.
- Develop and own critical security reporting.
- Support with the development of a West Herts Security roadmap working with the SOC.
- Own wider audit and Governance for digital internal systems and policies.
- Supporting with loss prevention e.g. from laptops to expenses, anything of a digital nature.
- Support the college with upholding the Bribery and Corruption policy by collecting digital evidence, while also implementing new processes and technologies to support with monitoring and alerting of potential fraud.
- Challenge the accepted way of working within WHC Group and encourage colleagues to think differently and innovatively.

## **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.**