

# JOB DESCRIPTION

**POST:**  Cyber Security Analyst (Trainee)

**REF:**  TBC

**DEPARTMENT:**  ITS, Architecture & Change

**GRADE**: TBC

**REPORTING TO** Cyber Information Security Officer

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE:

The Cyber Security Analyst (Trainee) will be provided with an agreed programme of training across appropriate cyber security skills to enable them to support the university’s mission by helping to protect its digital infrastructure, data, and systems from cyber threats. Working as part of our dedicated security team and collaborating closely with subject matter experts across the IT Services, the role involves monitoring security alerts, rapid incident response, and contributing to the implementation of security technologies, policies, compliance and awareness initiatives. The analyst will play a key role in maintaining the confidentiality, integrity, and availability of university information assets, while gaining hands-on experience in a dynamic and collaborative academic environment.

# DUTIES AND RESPONSIBILITIES:

1. Assist in the monitoring, detection, reporting and response to cyber security incidents and events, using a variety of security tools and platforms.
2. Help identify, assess, and assist in the remediation of vulnerabilities across the university's IT infrastructure.
3. Conduct routine IT asset and security audits and assessments to ensure compliance with university policies.
4. Support the patching and updating of software and systems to reduce security risks.
5. Assist in managing user access and authentication protocols.
6. Provide technical support for cyber security related queries from staff and students.
7. Support the university’s ITS service desk, responding to queries and taking ownership of security issues when necessary.
8. Ensure IT security measures are upheld, including software updates and antivirus management.
9. Become fully engaged in a programme of cyber security training.
10. Stay updated on and advise the head of Cyber Security on emerging cyber technologies, threats and best practices.
11. Collaborate with ITS teams to enhance security awareness and posture.
12. Maintain accurate documentation of security incidents, actions taken, and lessons learned to improve future responses.
13. Support development of and deliver security awareness materials and training to university staff and students, promoting best practices in cyber security.
14. Assist with projects with cyber related elements as required by the Cyber Security Team.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Cyber Security Analyst (Trainee)

**SCHOOL / DEPARTMENT:** ITS, Architecture & Change

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| A relevant IT or cyber security-related qualification, or studying towards such a qualification (e.g., BTEC, degree, or apprenticeship in IT, Computer Science, or Cyber Security) or equivalent experience. | Essential | Application |

## Knowledge & Experience

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Basic understanding of cyber security principles, including threat detection and risk management. | Essential | Application, Interview |
| Experience in providing IT support in an educational or professional setting. | Essential | Application, Interview |
| Strong knowledge of common operating systems (Windows, Linux, macOS). | Essential | Application, Interview, Test |
| Knowledge and experience of applying networking principles and troubleshooting. | Essential | Application, Interview, Test |
| Maintain accurate records of assets, service requests and support incidents. | Essential | Application, Interview |
| Experience working in an IT support or security-related role. | Desirable | Application, Interview |
| Knowledge of security frameworks such as Cyber Essentials, ISO 27001 or NIST. | Desirable | Application, Interview |
| Understanding of network security and encryption techniques. | Desirable | Application, Interview |
| Experience working in higher education. | Desirable | Application, Interview |
| Knowledge of IT service management frameworks (e.g., ITIL). | Desirable | Application, Interview, Test |
| Experience with cloud-based cyber security systems. | Desirable | Application, Interview |
| Familiarity with security monitoring tools (e.g., SIEM, intrusion detection systems). | Desirable | Application, Interview |

## Skills & Attributes

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application, Interview |
| Ability to maintain a professional and ethical approach and ensure discretion when handling and/or escalating sensitive events and/or information. | Essential | Application, Interview, Test |
| Strong customer focus and proven ability to build productive relationships at all levels of the organisation | Essential | Application, Interview |
| Excellent communication skills, both in writing and orally including the ability to communicate complex information  | Essential | Application, Interview, Test |
| Excellent planning and organisational skills, working with a high level of independence | Essential | Application, Interview |
| Excellent analytical and problem-solving skills | Essential | Application, Interview, Test |
| Ability to design and deliver training | Essential | Application, Interview |
| Ability to use judgement, tact and diplomacy when managing complex and/or sensitive/confidential problems | Essential | Application, Interview |
| Ability to manage competing priorities, organising workloads and working independently. | Essential | Application, Interview |
| Self-motivated and committed, prepared to adapt and develop new skills as required | Essential | Application, Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

The role may involve physical handling of equipment, performing asset audits around campus and working at height

Willing to travel to other University campus sites and attend events relevant to the role as required, some of which may involve public transport and/or overnight stay(s).