

## CPC495 - Cyber Security Lead

Location	Milton Keynes or London
Reporting to	Head of IT
Working hours	Full time
Contract type/duration	Permanent
Date written	14 <sup>th</sup> October 2021
Closing date	14 <sup>th</sup> November 2021

### Purpose of the role

The role will be responsible for leading and managing our cyber security efforts and the introduction of new transformative digital innovations as we evolve putting data and data led decision making at our core. The Cyber Security Lead is responsible for defining and securing all our channels through which information flows into and out of the Connected Places Catapult's information network.

This role is responsible for delivering our cyber security technical direction within the organisation and to support and embed data led reporting. The Cyber Security Lead will participate in the IT Transformation programme initiatives relating to the migration of services both into and within CPC's cloud environment, programmes of work designed to strengthen CPC's information security, and work with the infrastructure team in the development of IT operational strategies, policies, and processes.

A blend of expert technical and process management experience is critical in shaping the design and delivery of strategies and plans resulting in the protection of a complex organisation with significant data production and utilisation.

You should be able to clearly demonstrate excellent technical, analytical, organisational and communications skills together with a proven track record in driving the business adoption of protective technologies and behaviours. The role will focus on ongoing analytic review of business-wide processes and systems to allow for continuous improvement in the way we operate, software rollouts for cyber security and developing policy and procedure to keep the organisation safe

### Key Responsibilities

- Develop and lead on CPC's information and cyber security infrastructure capability, IDS/IPS systems, end-point protection capability, operational processes, and procedures, together with the improvement of existing security toolsets such as Mimecast and Netwrix.
- Ensure CPC maintains Cyber Essentials Plus certification and delivers consistent best case cyber security processes and protocols. Implement ISO27001 Information Security Management System (ISMS).

- Develop and embed secure and robust services for CPC business units as requested.
- Ensure reporting and alerts for backup status, virus definitions, updates, and vulnerabilities are maintained to CPC cyber security standards and requirements.
- Use your expert knowledge to act as a best practice resource to the IT team as a point of escalation for related IT Service Desk incidents and request, in accordance with agreed SLAs. Contribute to delivery of the IT Transformation Programme, leading on all Cyber Security related activities.
- Investigate and manage breaches or incidents, including impact analysis and key recommendations for avoiding similar vulnerabilities in line with our incident management policy
- Support the Data Protection process for signing off systems, applications, and technical aspects of the Data Protection Impact Assessments (DPIA) and IT Risk Assurance policy.
- Ensure the delivery of suitable training and education for colleagues in matters of Data Protection, Cyber Security, and Risk and Compliance governance
- Manage and maintain CPC's internal Information Security policies to ensure they align with internal risk and compliance frameworks, the ISMS programme and current best practices
- Proactively work with key internal and external stakeholders, at varying levels and provide strategic advice as required to the Corporate Management Team, CPC Board (and relevant sub-committees), as well as presenting using expertise and knowledge as and when appropriate on Cyber Security issues/performance.
- Work collaboratively with leadership team colleagues, providing advice and input to operational and strategic plans.
- This role may require some travel between sites.
- You may be required to undertake any other reasonable duties to support the Catapult in achieving its strategic outcomes and ensure effective business operations.

## **Skills and experience Required**

- Demonstrable expert technical experience administering security toolsets such as IDS/IPS, auditing tools and infrastructure management applications
- Experience, preferably commercial, in working with cyber security risk and compliance frameworks e.g., ISO27001 and Cyber Essentials Plus.
- Experience of having implemented/maintained an ISMS and have gone through a certification/recertification process.
- Technical and current knowledge of information security threats, countermeasures, mitigation, and industry best practices.
- Experience of implementing and embedding a security awareness and culture change programme.

- Experience of conducting information / cyber security audits.
- Ability to solve complex or unique problems using a breadth of experience and technical knowledge.
- Effective communicator, adept at distilling complex technical concepts into easy-to-understand language for internal and external stakeholders.
- Ability to influence internal stakeholders acting as a functional expert.
- Understanding of Data Protection Legislation and expertise in undertaking Data Protection Impact Assessments (DPIA).
- Email Gateway Security administration – Mimecast or similar product.
- Endpoint protection - Sophos or similar product; BitLocker protection.
- Experience of device management MDM/MAM solutions –SCCM/Intune.
- Administration of MS365 cloud products security components and cyber security best practice in areas such as:
  - Azure Information Protect
  - MS Office365 and Exchange Online
  - MS Teams, SharePoint, Power Automate (Flow), and Planner
- Working knowledge of MS Azure cloud service platform and tool sets.

### Desirable

- Experience in Azure AD Connect
- Experience of migrating on-premises server environments to Azure
- Experience of migrating or consolidating Azure environments
- Experience in Microsoft Windows Server & Desktop Operating System.
- Network technologies and services - DHCP, DNS, Routing, client VPNs
- MacOS device management.
- Identifying and developing opportunities for the continuous improvement of services across the organisation from contract to tools and delivery of improvement projects from inception to completion

To apply for this role please email us on [jobs@cp.catapult.org.uk](mailto:jobs@cp.catapult.org.uk) with your CV and covering letter attached quoting the ref: **CPC495**

*Employment here is based solely upon individual merit and qualifications directly related to professional competence. We strictly prohibit unlawful discrimination or harassment on the basis of race, colour, religion, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law. We also make all reasonable accommodations to meet our obligations under laws protecting the rights of the disabled.*