RA

CYBER SECURITY ANALYST

DEPARTMENT: IT
REPORTS TO: Head of IT
CONTRACT TYPE: Permanent

KEY OBJECTIVES

- Provide technical expertise for IT Cyber Security design, implementation, optimisation, and upgrade. This will include the installation, ongoing maintenance, and troubleshooting of all Security systems, both physical and virtual

- Manage, configure and administer security products, including CheckPoint, Firewall, IDR, and Anti-virus

- Lead on the Royal Academy's IT Cyber Security Strategy

KEY RESPONSIBILITIES

- Manage current network and security IT systems across the Royal Academy, ensuring the smooth running of all systems, including Anti-virus software, web filtering system, and email spamming. Respond to security incidents and events to protect the Royal Academy IT assets

- Undertake comprehensive investigation of security alerts and proactive analysis of activity captured in system logs and security tools to quickly determine if systems have been compromised

- On a continual basis, manage the firewall patch management and risk assessment

- Conduct regular security systems audits, analyse server events, perform system forensics, and troubleshoot where necessary

- Contribute to the maintenance and development of policy, governance and regulatory requirements such as PCI DSS

- Carry out the annual penetration test and mitigation program; remediate issues as necessary. Analyse test results and advise on risk management

- Deliver guidance on IT Security issues as part of IT system developments. Document any IT security changes or updates

- Maintain the confidentiality, integrity, availability, accountability and relevant compliance of IT Security systems

- Assist in securing the RA's use of cloud services, including Office365, Amazon Web Services, and third-party hosted solutions

- Lead on the development and delivery of the cyber security strategy, ensuring regular updates and maintenance

- Ensure that users can authenticate using Active Directory and other Microsoft/CISCO/Checkpoint tools

- Provide a third-line escalation function for the resolution of security events that have been triaged by others, providing direction and guidance and ensuring an effective response to alerts and risks as they are identified

- Supervise and coordinate external suppliers and any IT staff involved in the implementation of new security systems, upgrades and rollouts

- Assist the Head of IT in ensuring adherence to the Royal Academy's IT policy

- Assist the Head of IT with an annual budget for IT security-related cost. Maintain and update all departmental technical and inventory documentation

- Comply with all relevant Health & Safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to the Academy

- Undertake any other duty which may reasonably be allocated by the Head of IT

PERSON SPECIFICATION

- Substantial IT security experience, with proven working knowledge of cyber security frameworks and tools

- Sound working knowledge of computer networks, network access control solutions, operating systems, software, hardware, and security

- Proven experience working with security technologies like firewalls, anti-virus, and intrusion prevention

- A good understanding of fundamentals in networking, VOIP systems, and wireless technologies. This includes understanding 802.1X authentication

- Able to work under pressure, effectively manage a variety of tasks, and meet deadlines

- Able to clearly and concisely communicate with technical and non-technical team members and other relevant individuals. Also, be able to write technical reports

- Highly skilled in identifying and assessing risks, threats, patterns, and trends in cybersecurity

- A critical thinker, you will be able to think innovatively about security solutions, and consistently aim to improve processes and procedures

- A proactive approach to working with a positive attitude and the ability to act with initiative

- Able to work collaboratively within a team and cultivate relationships across the organisation, at all levels

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ROLE REQUIREMENTS

- As part of this role, the Cyber Security Analyst will be required to participate in out-of-hours installation work

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WHY JOIN US?

Our Values

To support the execution of our mission and our vision, we adhere to a set of shared values that guide our decision-making and shape our ways of working.
- Forever Creative
- Fiercely Independent
- Unapologetically Excellent
- Belonging to All
- Ethically Grounded

Employee Benefits

- Agile Working Policy (for full-time roles working from home up to two days a week where the role permits)
- Enhanced Holiday (with extended Christmas leave)
- Enhanced Pension Scheme
- Employee Council & Employee Network Groups
- Access to all RA exhibitions & access to exhibitions with our reciprocal partners
- Employee Assistance Programme
- Discount in RA Café's and Shops
- Give as You Earn Scheme to donate to a charity of your choice
- Cycle to Work Scheme
- Employee Choir, Life Drawing classes, and other employee clubs from running to knitting