

## **LEEDS TRINITY UNIVERSITY**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	IT Security Analyst
<b>DEPARTMENT:</b>	Information Services
<b>GRADE:</b>	Grade 6 (points 23-29)
<b>SALARY:</b>	From £27,025 per annum
<b>HOURS OF WORK:</b>	35 hours per week, with some evening and weekend work required.
<b>RESPONSIBLE TO:</b>	IT Infrastructure Specialist - Networks
<b>INTERNAL CONTACTS:</b>	IT Services Staff, Corporate Systems Owners, University Staff, University students.
<b>EXTERNAL CONTACTS:</b>	External project managers, and suppliers, colleagues in other Universities
<b>PURPOSE OF THE POST:</b>	To assist the IT Services 3 <sup>rd</sup> Line support team with development and maintenance of the IT security and network infrastructure as well as providing support to maintain the core IT infrastructure.

#### **MAIN DUTIES:**

1. Working within the ITIL framework to act as a part of the team providing 3<sup>rd</sup> line of technical support for the IT support service.
2. To assist the 3<sup>rd</sup> Line Infrastructure Specialists with the development, maintenance and business as usual activities in support of the University's network and IT Security systems including providing assistance with:
  - Managing and monitoring intrusion detection and prevention systems
  - Responding to security incidents and alerts raised by network, firewall, anti-virus and other monitoring systems
  - Analysing security breaches to determine their root cause
  - Support of the telephony service
3. To assist the 3<sup>rd</sup> Line Infrastructure Specialists with the Security of the University network to support the University's security infrastructure and to review and to advise on the risks and security controls of all University IT systems.
4. To contribute towards development of University IT Security policies, procedures and best practice.
5. To assist with the training of other staff on University IT Security Policies, procedures and best practice.

6. To assist the 3<sup>rd</sup> Line Infrastructure Specialists with the monitoring, maintenance, development, testing and effective operation of key aspects of the core systems used within the University IT infrastructure.
7. To work outside of normal office hours to complete system and server maintenance tasks.
8. To manage and contribute to departmental projects and those of other departments within recognised project control mechanisms such as Prince2.
9. To prioritise and balance project and support work by the assessment of the critical nature of incidents and with awareness of project plans.
10. To work under the guidance of the IT Infrastructure Specialist - Network to respond appropriately to monitored events and to make critical decisions regarding the support and maintenance of the systems within the post holder's areas of responsibility.
11. Ensure that all IT security related systems, changes and incidents are appropriately documented and these are maintained.
12. To work under the guidance of the IT Infrastructure Specialist - Network to develop and document all the key policies, procedures, standards, training and guidance relating to key operations required to deliver the University IT Services Management Plan, ensuring they are regularly reviewed and updated.
13. To support Corporate System Owners and the IT Services Developer to ensure that application security in the development and maintenance of applications and integration systems meets the standards set by the University.
14. To assist with the evaluation of changes to ensure that impact to University systems is minimised and that security risks are mitigated.
15. To assist in the design and development of new IT systems and solutions, specifically evaluating and contributing towards security aspects.
16. To report and monitor on the capacity, sustainability and the availability of the IT infrastructure in order to meet the agreed Service Levels defined in SLAs. To liaise with suppliers of IT services as required.
17. To evaluate and demonstrate new technologies as directed and to provide guidance on their adoption, where appropriate.
18. To have an active role in workshop and group sessions to assist users to get the maximum out of the University IT Systems.
19. To develop and maintain specialist knowledge in current and future infrastructure systems and technologies, with a particular focus on information security developments, in a Higher Education context.
20. To ensure that timely and high quality information relating to service incidents and requests is communicated to colleagues and stakeholders using the appropriate mechanisms, and to produce timely periodic reports as needed
21. To deputise for the 3<sup>rd</sup> Line Infrastructure Specialists as required.

22. To ensure observance of all relevant Health and Safety Regulations.
23. To apply the University's Equality and Diversity Policy in the postholder's own area of responsibility and in his/her general conduct.
24. To carry out any other reasonable duties as directed by the IT Infrastructure Specialist - Network commensurate with the grade of the post.

This job description is current on the date indicated below. It is liable to variation by the Vice Chancellor in order to reflect or anticipate University developments and changes in the post.

March 2019