LEEDS TRINITY UNIVERSITY
PERSON SPECIFICATION

JOB TITLE: IT Security Analyst

DEPARTMENT: IT Services

DATE :   March 2019

No:		Assessed by: Application – A Interview – I Selection test - S
	ESSENTIAL	
	Qualifications	
1	Degree level qualification in a computing related subject or equivalent experience/vendor certified qualifications.	A
	Experience	
2	Experience of providing IT support including to end users.	A, I
3	Experience in dealing with suppliers and third-party support.	I
4	Experience of taking ownership of a task with limited prior knowledge.	I
5	Experience of being an active participant in a project team.	A, I
6	Experience of analysing and handling potential IT security incidents (from a technical and user support perspective).	I
	Knowledge	
7	Demonstrable knowledge of networking and security technologies.	A, I, S
	Skills	
8	Skilled in supporting and administering enterprise Windows based IT systems.	A, I, S
9	Configuration and troubleshooting tasks for wired and wireless networks.	A, I, S
10	Ability to work closely and collaborate with stakeholders outside of the immediate team	I
11	Production of documentation to support planned work, work progress and Business as Usual tasks.	I
12	Configuration of wireless and wired networks, servers and workstations to enhance security.	A, S
	Personal Qualities	
13	Ability to be self-motivated and work on own initiative.	I
14	Excellent communication skills with ability to communicate complex technical details to colleagues from different backgrounds.	I, S
	DESIRABLE	
	Experience	
15	Proven experience, of managing security technology solutions such as endpoint anti-virus and firewalls.	A, I
	Knowledge	
16	Broader knowledge of IT security threats, risks, standards (e.g. ISO/PCI), legislation (e.g.GDPR) and strategies.	I, S
17	Understanding complex relationships between IT infrastructure components.	I, S
18	Understanding of Prince2 project management methodologies.	I
	Personal Qualities	
19	Understanding of the context of this role in the HE sector.	A, I