# Information Security Analyst
## RECRUITMENT PACK
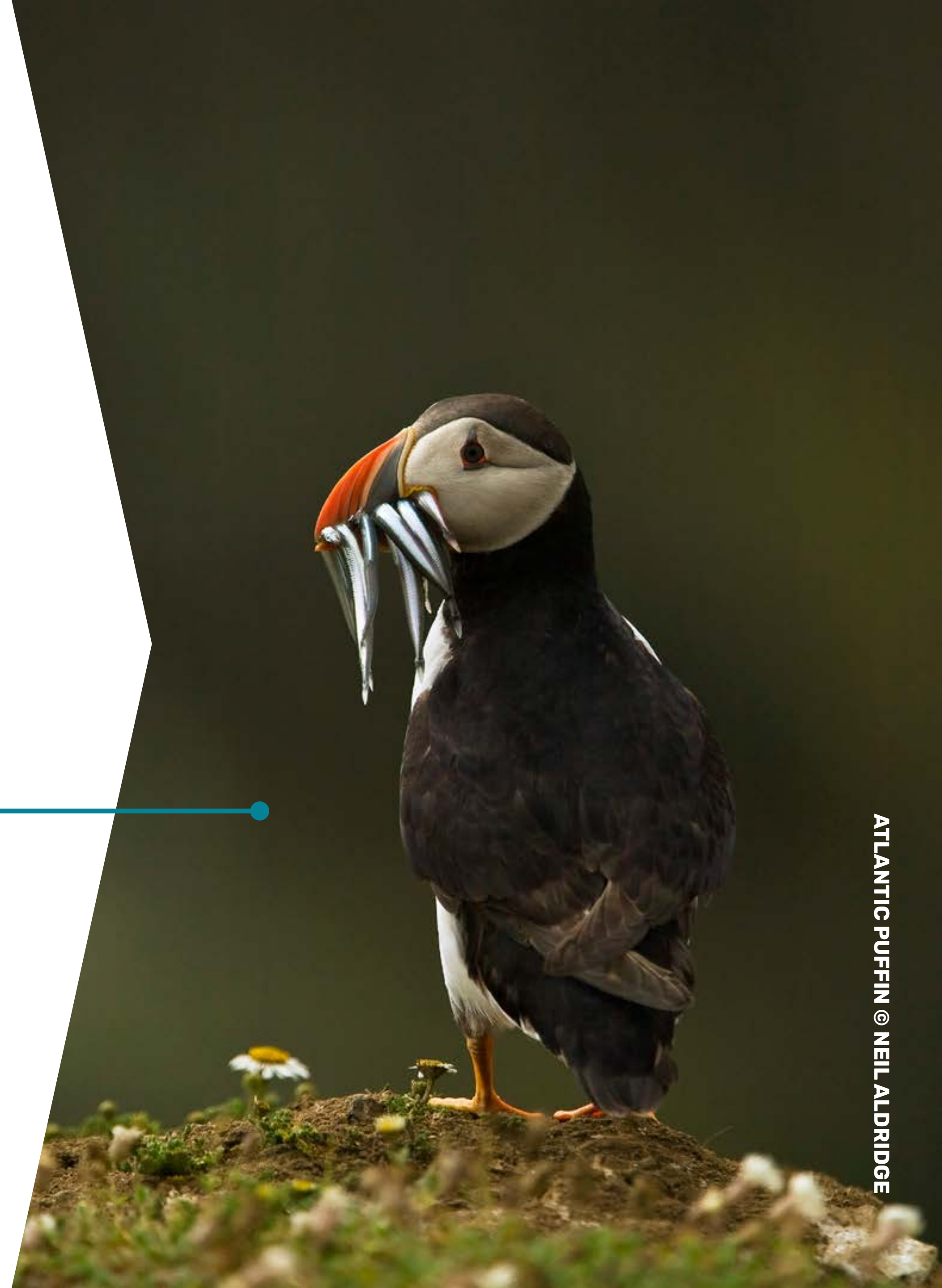
**Salary:** up to £35,000
**Location:** Remote
**Full Time:** 35 hours per week
**Permanent**

ATLANTIC PUFFIN © NEIL ALDRIDGE

## About Us

The Wildlife Trusts are a federated movement of 46 charities, supported by a central charity, the Royal Society of Wildlife Trusts (RSWT). Together we have 900,000 members, 32,500 volunteers and 3,400 staff across the UK. We are at an exciting moment in our 110-year history, with the development of an ambitious new strategy, setting out a vision of nature in recovery, with abundant, diverse wildlife and natural processes creating wilder landscapes where people and nature thrive.

Wildlife Trusts have restored and care for some of the most special places for wildlife in the UK. Collectively we manage more than 2,300 nature reserves, operate 123 visitor and education centres and own 29 working farms. We undertake research, we stand up for wildlife and wild places under threat, and we help people access nature.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

# About You

Do you want to help secure one of the UK's best-loved nature charities against cyber security threats? Then we have an exciting opportunity for you.

We're looking for an Information Security Analyst to join the IT Team at the Royal Society of Wildlife Trusts to protect data and systems from attack. You will promote and support implementation of the Wildlife Trusts Cyber Security Framework within RSWT and across the federation, provide information security expertise to Digital Transformation projects, work with stakeholders across the federation to identify and raise awareness of risks, and work with the IT team and third parties to respond to alerts, security incidents and managing vulnerabilities.

You will be highly motivated and technically competent, a good communicator who enjoys working with both technical and non-technical colleagues. You will work across the federation to raise awareness and implementation of technical and policy controls from the Wildlife Trust Cyber Security Framework. You will be aware of current and emerging information security threats in a Microsoft cloud environment and the appropriate technical mitigations. Experience of information security within the NGO sector is desirable but not essential.

You will have a clear interest in our cause and have excellent communication and collaboration skills to help bring everyone together to ensure that we deliver to the highest standards and achieve the best outcomes for nature.

The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

BLUEBELLS © TOM MARSHALL

## About You

**RSWT take our safeguarding responsibilities extremely seriously. Please click here to read our commitment statement.**

**The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.**

**As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.**

**Please do not use artificial intelligence tools to assist you to complete the application form. We may not accept applications that have been completed utilising AI tools. If you would usually use tools such as these to assist you in filling in a form, please contact tash.stewart@iris.co.uk to discuss this further and understand other options.**

# Job Description - Overall Purpose of the Job

- Promote and support implementation of the Wildlife Trusts Cyber Security Framework within RSWT and across the 46 Trusts of the federation.
- Provide information security expertise to Digital Transformation projects by identifying project information security requirements and supporting delivery of those requirements.
- Work with stakeholders across the federation to identify existing and emerging information security risks and opportunities.
- Provide information security training and awareness raising for staff and volunteers including Trustees.
- Maintain and continually improve the Wildlife Trusts Cyber Security Framework based on changes in threats, regulation, and legislation.
- Work with the IT team and third parties in responding to alerts, security incidents and managing vulnerabilities.
- Collaborate with colleagues in the IT team to enhance our IT services and support service users

# Job Description - Main Responsibilities

**Promote and support implementation of the framework**
- Brief operational staff, managers, executives, trustees and third parties on the Cyber Security Framework controls at meetings, during projects or support conversations.
- Support Trusts and where necessary third-party suppliers to the Trusts in implementing the security controls in the framework.
- Quantify the adoption of framework controls across the federation and report to the Compliance Group.

**Support Digital Transformation projects**
- Help define information security requirements for RSWT projects based on the nature of the service and the value and sensitivity of the data it will store or process.
- Assess the proposed design, implementation, and configuration of RSWT systems against the security requirements.
- Ensure information security requirements are included in RSWT procurement requirements, and if required directly addressed in the contract.
- Provide information security advice to Trusts engaging in Digital Transformation projects
- Support Trust supplier due diligence using appropriate methodologies and frameworks (e.g. the NCSC Cloud Security Principles or Supplier assurance questions).

## Job Description - Main Responsibilities

**Identify Risks and Opportunities**
- Maintain an awareness of new vulnerabilities and threats and new and emerging technologies and their impact on security.
- Identify new or changing information security risks to the federation from new or changing vulnerabilities and threats.
- Identify opportunities to reduce information security risk from changing technologies or changes to legislation and regulation.
- Communicate risks and opportunities across the federation via communities of practice, federation governance and informal channels.
- Quantify the level of information security risk within RSWT and across the federation to support investment decisions and federation wide risk management.

**Provide training and raise awareness**
- Develop new or improve existing training material including written guidance in the framework, regular posts on federation wide collaboration platforms, video content and live digital or face to face training and briefings.
- Raise awareness of new and changing risks and the applicable mitigations through all communication channels
- Identify areas of improvement in security awareness and training and provide direct support to increase understanding and engagement.



BARN OWL © ANDY ROUSE 2020VISION

## Job Description - Main Responsibilities

**Maintain and improve the Wildlife Trusts Cyber Security Framework**
- Track any significant changes to NCSC guidance and ensure that is mirrored in the relevant part of the framework.
- Track changes in technology and update specific technical guidance to reflect new or changed features and processes.
- Develop a measure of the effectiveness of the framework including stakeholder feedback, level of alignment with the standard and identifying any gaps between the framework and NCSC/NIST guidelines.

**Security and IT Operations**
- Respond to information security events and incidents, working with RSWT IT and any third-party Security Operations Centre.
- Check for vulnerabilities in RSWT operated infrastructure in the cloud and on premises and work with IT to remediate those vulnerabilities.
- Provide advice to IT on the impact of vendor released patches and importance and urgency of patches based on that impact.
- Work collaboratively with colleagues in the IT team to enhance our IT service offering and to support IT service users

**All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.**

TREE CANOPY IN COED CRAFNANT © BEN PORTER

# Person Specification

## Essential:

**Personal qualities:**
- Works quickly and efficiently with excellent attention to detail and accuracy.
- Ability to work both alone and co-operatively as part of a team.
- Highly organised, with excellent time management.
- Flexible and open-minded, able to adapt to changing situations. and willing to step in where needed.

**Key competencies:**
- Information Security Risk Management: takes a risk-based approach to information security balancing usability, cost and risk.
- Vulnerability Management: able to identify and resolve or mitigate vulnerabilities in systems.
- Threat assessment: aware of current attack methodologies and scans for emerging and changing threats.

![The Wildlife Trusts logo]

# Person Specification

## Essential:

### Experience:
- Hands on experience in an information security role, or an IT Support role with some responsibility for information security.
- Experience of remote support of people and remote management of devices and systems.
- Experience in training people in using IT systems either 1-2-1 or in groups.
- Experience of triaging information security incidents and analysing evidence to determine the scope and impact.

### Knowledge and skills:
- A good understanding of Microsoft cloud technology including Azure, Teams, SharePoint, OneDrive and Outlook.
- An understanding of Data Protection principles, particularly as they relate to Information Security.

BRINDLED BEAUTY CATERPILLAR © VAUGHN MATTHEWS

# Person Specification

## Desirable:

**Personal qualities:**
- An interest in nature and the work of The Wildlife Trusts

**Key competencies:**
- Network security: can configure an endpoint or network to protect it against unauthorised access.
- Identity and Access Management: Implements best practice in authentication and access control.

**Experience:**
- Experience or relevant qualification in Information Security (e.g. Comptia CySA+ or Microsoft Certified: Security Operations Analyst Associate).
- Experience of vulnerability scanning and interpreting vulnerability scan output.

**Knowledge and skills:**
- Familiarity with Intune remote management
- An understanding of Azure Conditional Access Policies
- Knowledge of Kusto Query Language (KQL) from Azure Log Analytics, Microsoft Defender Threat Hunting or Azure Sentinel
- Knowledge of using PowerShell to manage users and devices

# Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

**Closing date for applications:** 31 July 2024

**First Interview:** 8 August 2024

**Second Interview:** 27 August 2024