School of Health and Medical Sciences

City St George's, University of London

IT Services

Cybersecurity Analyst

Ref: 215-25-R

JOB DESCRIPTION

Post Title	Cyber Security Analyst
Grade	CSG 6
Contract type	Permanent
Responsible to	Cyber Security Manager
Accountable to	Head of Infrastructure
Responsible for	Cyber security from end-user behaviour to technical infrastructure
Liaises with	IT Services, administrative departments, research institutes, library, SGUL academic staff, external suppliers, centre for technology in education and learning technology services.

Overall purpose of job

1. Main Duties and Responsibilities

We are looking to appoint an exceptional cyber security professional to join IT Services. The post holder will play a pivotal role in helping the University in its cyber defence efforts, protecting its staff and data. We would like to hear from highly competent candidates who have achievements in cyber security and who are keen to progress their skills in a university setting.

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- Monitor for vulnerabilities and risks, attacks, intrusions and unusual, unauthorised or illegal activities.
- Utilising analytical tools to determine emerging threats, vulnerabilities and implement measures, such as Intrusion Detection and Prevention and encryption to find the best way (with support as necessary) to secure the IT infrastructure.
- Ensure regular reviews of policy documents are conducted. Advising the relevant committees of proposed changes.
- Maintain a strategy and plan for information security work which addresses the evolving business risk and information control requirements.
- Contributing to the IT service’s business continuity planning and IT disaster recovery planning strategy, be a good team player.
- Carry out regular ICT security audits both internal and with the assistance of external security specialists.
- Perform system forensic audit and cyber security incident response when necessary.
- Regular inspections of systems and functions to ensure compliance with university policy and to raise concerns over security
- To ensure any remedial actions are reported and carried out in an effective and timely manner, perform daily cybersecurity analyst duties.
- Stay up to date with emerging threats, technologies, and trends in cybersecurity to continuously improve security measures.
- Provide authoritative advice and guidance on the application and operation of all types of security controls
- Evaluate the storage, transmission, sharing, publishing, and handling of university data across all relevant systems
- Design and implement security protocols (Architecture) and measures to protect computer systems, networks, applications and data
- Recommend appropriate action to management to ensure any identified gaps are filled
- Work with other IT professionals to ensure that security protocols are integrated into all systems and applications.
- Implement best practice to ensure security, whilst maintaining business needs, through the application of formal protection measures
- Lead investigations, analysis and review following breaches of security controls and perform incident response – Perform daily cybersecurity analyst duties.
- Maintain metrics for measuring the overall health of security systems, project progress, service success, and business value
- Communicate well, both orally and in writing, and respond to wide-ranging and detailed questioning relating both to own areas of specialisation and, at a more general level, to the wider field of IT
- Maintains baselines for the secure configuration and operations of assets
- Promote the service within the University and create strong personal relationships with the full range of stakeholders.
- Contributes to the IT security-related aspects of legal and regulatory compliance
- Liaise with HE sector, external organisations and key suppliers to share ideas, compare approaches and develop best practice.
- Co-ordinate cyber security awareness training for colleagues
- Perform cyber GRC activities eg: cyber security policies draft and reviews, compliance etc.

It is expected that staff working at St George’s, University of London will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

IT Services' normal hours of operation are currently 9am - 5pm weekdays, with a daily "At-Risk" period; 9am. It is expected small service changes affecting systems will be implemented in this window. The role holder would be expected to be in attendance where their services are required.

Additionally, there are times when extended hours of downtime are required which is scheduled at weekends, it is expected the role holder will make themselves available for such out of hours work when given appropriate notice.

Be available in times of emergency and be an integral part of IT Services' business continuity and disaster recovery team..

Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	A relevant degree or equivalent professional experience. BSc or MSc in Cybersecurity or related field, and any of the following: CISA, CISSP, CEH, CISM, CRISC, ISO 27001, CompTIA Security Plus etc.	E	AF
Experience	Proven and highly developed IT Security management and in-depth technical skills.	D	**SS1**, INT
	Strong experience of Data Networking Protocols including TCP/IP, OSPF, DHCP, DNS.	D	**SS2**, INT
	Proven ability in both Windows and UNIX operating environments	D	AF, **SS3**, INT
	Experience of working in a largescale enterprise computing environment. As cybersecurity Analyst	E	AF, INT
Knowledge/ Skills	Knowledge of Data Protection Act, ISO Standards, Freedom of Information and the Computer Misuse Act	D	INT
	Clear understanding of network security principles	D	INT
	Knowledge of IT Security standards, policies and procedures	D	INT
Personal Attributes	Experience in customer care with an ability to respond to user demands in a tactful and friendly manner.	D	**SS4**, INT
	Excellent communication skills with an ability to explain technical issues to others at all levels of the institution.	E	INT
	Strong customer focus and commitment to Research & Higher Education.	D	INT
	Committed to Continuing Professional Development (CPD)	D	INT

Key:
PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae, SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 ***and*** *Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

About City St George’s, University of London

City St George’s, University of London is the University of business, practice and the professions.

City St George’s attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George’s, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George’s campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last REF (2021) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George’s was ranked joint 8th in the country for research impact with 100% of impact cases judged as ‘world-leading’ or ‘internationally excellent. As City St George’s we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George’s Alumni Network.

City St George’s is led by Professor Sir Anthony Finkelstein.

St George’s School of Health and Medical Sciences currently offers a range of employee benefits:

Salary:	**£42,882** pa, (pro-rated for part-time staff). The salary range for **CSG 6** is **£42,882– £49,559** and appointment is usually made at the minimum point.
Hours:	35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.
Annual leave:	30 days per annum. Plus eight UK public holidays and four days when City St George’s, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.
Pension:	Membership of competitive pension schemes with generous employer contribution and a range of extra benefits. Superannuation Arrangements of the University of London (SAUL) London Pension Fund Authority (LPFA) Universities Superannuation Scheme (USS) National Health Services Pension Scheme (NHSPS) (existing members only)
Flexible working	Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.
Travel	City St George’s, University of London offers an interest free season ticket loan and participates in the Cycle to Work Scheme.
Gift Aid	If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.
Sports and Leisure Facilities	Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George’s, University of London staff. Within walking distance from St George’s is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact Tooting Leisure Centre.

Shops and facilities	There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: **cybersecurity@sgul.ac.uk**

Making an application

All applicants are encouraged to apply on line at http://jobs.sgul.ac.uk as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **24 June 2025**

Shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **215-25-R**

We are delighted that you are interested in working at St George’s School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

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Athena Swan Silver Award GENDER CHARTER St George’s
Stonewall DIVERSITY CHAMPION