

Cyber Security Senior Analyst

Department: Office of the Chief Executive

Division: Financial Services and Digital Economy

Reports to: Head of Jersey Cyber Security

JE Reference: OCE1006

Grade: 11

JE Date: 20/4/20

Job purpose

To promote, improve and secure the cyber resilience of Jersey and its community of organisations, business and citizens. The Cyber Security Analyst works across Jersey focusing on the provision of cyber security awareness and incident response services within the CERT.

Job specific outcomes

Within the small multi-disciplinary CERT team, the Analyst is responsible for maintaining and developing cyber resilience within Jersey and provides the following functions:

- Manage, monitor and analyse cyber security incidents for organisations within Jersey, to achieve the CERT objectives.
- Prioritise incidents based on urgency and risk, escalating where appropriate, and provide direction on the management of incidents through to resolution to minimise the impact on affected organisations and the Island.
- Log incidents disseminate intelligence and share information on successful response strategies to the Island's stakeholders.
- Prepare reports on operational activities and incident analysis for CERT leadership and distribution to the wider stakeholder community.
- Develop operational tools, techniques and methods that can be shared to build capabilities within the CERT.
- Responsible for developing lists of approved service providers including conducting assessments of suppliers.
- Responsible for building effective, trusting relationships across the CERT's wide range of stakeholders and developing a culture that promotes cyber security information sharing between businesses to ensure they benefit from up to date real-world threat information.
- Own one of the three channels of the CERT's cyber security awareness programme, which include social media, outreach and best practice guidance.
- Review and analyse data breach reports to prepare recommendations for strengthening Jersey's cyber resilience and identify trends for inclusion in CERT awareness and guidance programme.
- Provide day-to-day oversight of the one cyber security analyst, supporting, coaching and mentoring them to ensure the CERT's range of services are delivered to a high standard.

- Oversee the maintenance of case management files and data logs

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A degree or equivalent</p> <p>Demonstrable aptitude for and experience of Cyber Security, Computer Science and STEM subjects</p> <p>Relevant professional cyber security qualification.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the</i></p>	<p>Background in Cyber Security to include intrusion detection and prevention</p>	

<p><i>understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of security applications such as IDS, security event management and anomaly detection tools</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>High level of report-writing skills. Able to demonstrate a wide range of information technology skills, i.e. an ability to effectively use IT equipment and role critical software</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong interpersonal and user service skills Strong analytical skills Be an independent operator but also a good team player and have had experience of providing advice to senior management.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of undertaking technical Cyber Security work, in a multi-disciplined environment. Experience of providing Cyber Security advice both at a technical and non-technical level, directly to key stakeholders Management experience in a cyber security or related field. Minimum two year's experience in a professional cyber security role.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.