

Job Description

1. General Information

Role Title:	<i>Information Security Analyst</i>
Division:	
Reporting To:	IT Security and Governance Lead
Position Number:	
Contact:	

2. Context

Shared Services (SS) is a provider of technology and business consulting services to Company X departments.

SS offers a portfolio of services that are available to all participating Company X departments and provide enhanced value for money from economies of scale together with uniform processes and technical architecture. It aims to adopt “best practice” in terms of business processes and governance as the foundation for enabling a strong customer and service oriented culture.

3. Overview

The role

This role shall manage the days to day operational IT security programme around operational risk and vulnerability and threat management. As part of the ongoing improvement in the operations, the incumbent will be required to lead information security projects to their outcome that implement actions to support SS and departmental policies.

On a more operational level, the incumbent will be responsible for the monthly production of the security report which forms part of the overall reporting to the SS Board. They will also need to manage security incidents as they arise from time to time that will require a high degree of discretion and an ability to liaise with high level management at the executive level and above.

The person

The successful applicant for this role will be a highly motivated individual that can work according to SS policy and procedures in an autonomous manner. They shall be discrete in the operation of their role as the content of the work often involves other people’s personal issues and information. They will be able to communicate appropriately to all levels of management within the SS and outside the SS within the customer departments.

4. Key Accountabilities

- Manage the operational risk program.
- Manage vulnerability and threat management program.
- Manage and lead complex Information Security Projects.
- Produce the Information Security Services monthly report for circulation to SS senior management, customers and SS Board.
- Investigate and prepare a response to issues raised by internal or external Audit reviews.
- Perform periodic security checks.
- Ensure integration of security systems across SS services.
- Manage the day-to-day administration of operational security needs by:
 - Administering and maintaining the Intrusion Prevention System.
 - Maintaining the Information Security web pages.
 - Administering established processes and developing these for use across the SS.