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| **Role title:** | Information Security Analyst | **Responsible to:** | Information Security Manager |
| **Division:** | Technology, Digital and Data | **Department:** | Technology, Digital and Data |
| **Direct Reports and Level:** | No direct reports | **Scope:** | Information Security Governance, risk, compliance and control frameworks across the MPS Group (MPS) |
| **Scale:** | N/A People  N/A Budget  N/A income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 2 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| As an expert in Information Security and risk management, the business will turn to you for advice on how new systems and processes are being developed, to ensure security compliance requirements are met. You’ll work with colleagues across our global locations to ensure all areas of our business are doing everything they should to protect our systems and sensitive data.  An Information Security Analyst plays a crucial role in safeguarding our organisation's information assets. We ensure that the organisation adheres to security policies, regulatory, ISO 27001, PCI DSS requirements and industry best practices, while also managing and mitigating information security risks. An Information Security Analyst will conduct security risk assessments and remediation of risks and audit findings across the MPS network, systems and software applications to ensure MPS maintains a stable, robust, secure and reliable IT environment underpinning core business processes and to ensure MPS data is robustly protected.  The role will assist in the highlighting and ensuring the reduction of information security risks across the organisation, by driving the delivery of consistent, high quality security assurance and controls. The role will advocate and support a security first culture across the organisation |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Design and maintenance of Information Security policies and supporting standards to ensure MPS meet business and legislative and/or regulatory requirements, as well as ISO 27001/PCI DSS and other security standards and framework. * Support the delivery of systems to protect the confidentiality, integrity and availability of MPS networks and data to prevent security concerns that are likely to have a material adverse effect on the Group, its operation or financial security and/or reputation. * Contribute to the design and delivery of controls which mitigate risks identified against numerous Information Security frameworks to enable MPS to remain compliant. * Support the development and delivery of both the Information Security strategy and the Digital and Change strategy to plan, cost and quality. | * Corporate Strategic priorities Vs plan * Division Plan delivery Vs plan * Delivery of projects to plan * Delivery of Information Security activity - actual v plan |
| **Financial**   * Recommend security enhancements and tooling for MPS to minimise related threats to MPS infrastructure and Networks. * Ensure activities assigned are completed within agreed time and budget governance constraints to drive both cost and process efficiency. * Lead the production of reporting on audit findings, make recommendations for corrective action and support regulatory and compliance certifications to GDPR, ISO 27001 and PCI DSS. | * Operational budget Vs Plan |
| **Member**   * Monitor for and provide robust challenge of emerging risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members. * Provide support to the Technology, Digital and Data division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies. | * Net promoter score * Policy compliance audit results |
| **People**   * Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes. * Support colleagues with Information Security related elements of their role, advocate security first culture and promote an environment in which colleagues are comfortable discussing information security related topics and understand associated risks. * Act as a role model for best practice in demonstrating Information security to MPS. * Take an active role in promoting a more inclusive environment, which aligns with our commitment to celebrate and promote diversity. | * Improved colleague understanding and awareness risk * Delivery of Personal Development Plan to plan * One to one / performance review meetings Vs Plan * Colleague feedback |
| **Risk**   * Identify and report information security risks, and issues identified within information security and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues. * Appropriately inform and advise the business on incidents and incident prevention through the correct actions to mitigate further instances occurring. * Working with Security Operations to identify further security awareness requirements following incidents and current threats. * Support the investigation of security incidents and escalate or take appropriate action to mitigate risks, issue and provide additional security awareness training, if required. * Support development and embedding of monitoring and metrics to monitor effectiveness of security controls to ensure MPS information assets are kept secure. * Drive and coordinate remediation of risks and audit findings identified to enhance weakness in MPS security controls. * Contribute to reporting dashboards designed to inform colleagues of MPS security posture. | * Risk & Control Self- Assessments * Audit Actions |

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| **Responsibilities (RACI)** |
| * Work on and drive security-related projects, to ensure security requirements have been met and call out any risks identified against MPS risk appetite. * Proactively identify risks and inappropriate security controls with a remediation plan to bring back within MPS risk appetite. * Liaise with relevant teams in specialist areas to manage security and ensure contractual and regulatory requirements are met. * Managing the ongoing activities and maintenance of the ISMS, ensuring we remain ISO 27001 compliant. * Management of ongoing activities to remain compliant with PCI DSS. * Conduct third party risk management and supplier assurance activities. * Plan and facilitation of security audits detailing recommendations, improvements and corrective actions. * As the compliance and information security landscape continually changes, keep abreast of evolving legislation and best practice; identify and recommend opportunities for MPS to become more efficient and effective in managing compliance and information security risk. * Deputies for the Information Security Manager assigned areas of responsibility. * Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. * Articulate security risk and control position to all levels of the business. |

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| **Key Governance Responsibilities** |
| * Facilitate reporting that will be utilised at the Executive and the Council. |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Purposes and principles of information security and data protection * Excellent IT skills, including knowledge of computer networks, operating systems, software, hardware and security * An understanding of the cyber security risks associated with various technologies and ways to manage them * Working knowledge of security domains, auditing standards and frameworks, and risk analysis frameworks including ISO 27001, Cyber Essentials, etc | * Verbal communication skills, including presentation skills, with an ability to communicate with a range of technical and non-technical team members and other relevant individuals at all levels of the business * Written communication skills, for example, to write technical or management reports * Excellent attention to detail, analytical skills and an ability to analyse complex technical information in order to identify patterns, trends and risks. * An ability to work under pressure, to manage workloads with differing priorities and at times of high demand. | * Significant experience of information security from a technical and compliance perspective * Experience of General Data Protection Regulation * Experience of Payment Card Industry Data Security Standard (PCI DSS) * Experience of ISO 27001 * Experience of disaster recovery planning * Experience of managing technical projects from design to implementation * Experience of leading teams and coaching other staff members. * Working knowledge of deploying and managing security solutions * Solid understanding of network and infrastructure security best practices * Experience of privileged access/account management * Experience of dealing with escalations, both service and technical |
| **Desirable** | * CompTIA Security + * CompTIA Network + * (ISC)² System Security Certified Practitioner (SSCP) |  | * Experience of working to embed risk frameworks across an organisation |