Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15851</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Information Security Specialist</td>
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<tr>
<td>Reports to:</td>
<td>Head of Information Security</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 - £48,677</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic related</td>
</tr>
<tr>
<td>Grade</td>
<td>G8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>12 Month Fixed Term Contract</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week. Due to the nature of the role you may need to be contacted re: Information Security incidents out of hours.</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12:00 noon on 9 April 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Application, CV and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Mia McGuigan</td>
</tr>
</tbody>
</table>
2. Summary of duties

As a member of the Information Security team, you will ensure that the confidentiality, availability and integrity of the Open University’s information and information systems is protected. This will primarily be achieved through identification and recommendation of risk mitigation treatment plans and specialist security consultancy to support the needs of the university.

Through a Governance, Risk and Compliance framework:

- Input and continuous progression of the Information Security strategy
- Completion of comprehensive Risk assessments
- Delivery of security workstreams (risk reduction)
- Supporting the Incident management (Security) framework
- Support mitigation of risk to a level that meets the organisations requirements
- Provide a focal point within The Open University for information security expertise and advice
- Take responsibility for the delivery of a quality security service
- Continuous development and alignment of InfoSec policy, Standards and guidelines
- Supporting information security awareness and education for the university

Description of Duties of the Post:

Governance

- Support the Head of Information Security with the development and implementation of the Information Security Strategy
- Development, review and alignment of Information Security Policy and associated standards and guidance
- Supporting the delivery of information security awareness and dissemination of good practice
- Producing management information to support the on-going improvement to information security

Risk

- Support in the recording and management of risk mitigation
- Completion of risk assessments to a high standard
- Develop risk treatment plans and to track progress
- Act as an Information Security consultant to the Open University
  Identify and highlight vulnerabilities that may damage the confidentiality, integrity or availability of Open University Systems or information
- Act as a core member of the Computer Security Incident Response team (CSIRT)
- Track security incidents and ensure closure in appropriate timeframe
- Facilitate a process of continuous improvement in the delivery of security services to the Open University
Compliance

- To maintain a working knowledge and track requirements of Law, Regulations, Standards and Frameworks as they pertain to Information Security.
- Ensure that compliance is maintained against Payment Card Industry Data Security Standard and the Data Protection Act (DPA) requirements
- Ensure that organisational governance is effectively managing compliance with regards (but not limited to) Open University:
  - Policy
  - Legislative and applicable Industry Standards
  - Through:
    - The OU’s Project lifecycle
    - Recommendation of appropriate controls
    - Expert advice within governance forums
    - Assurance activity

- Support the auditing of the Open University Information and information Systems

General

- Liaise with external bodies and organisations to keep abreast of emerging trends, technologies and legislation that have an impact on Information Security to maintain technical expert status

3. Person specification

Good interpersonal skills and the ability to deal with staff at all levels
Excellent collaboration and team working skills
Pro-active approach to the identification of incidents, problems and improvement opportunities
Commitment to ongoing personal development and refreshing expertise in response to technology change
Ability to identify and adapt to change
Ability to effectively prioritise, plan and organise tasks
Proven ability to communicate effectively, orally and in writing, with people across a range of areas and levels
Ability to support others to successfully adapt to change
Capable of analysing data to evaluate risk and compliance
Requirements  (E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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<tbody>
<tr>
<td>Desirable: Degree level in a related subject; CISSP; CISM; CISA.</td>
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</table>

4. Role specific requirements e.g. Shift working

This role is office based on the campus of The Open University at Milton Keynes. No travel is expected but if the need arises this will be discussed beforehand.

The office hours are 9am – 5pm, however, work outside of these hours may be required in exceptional circumstances.

The role holder may be required to undertake any other duties reasonably required as within the nature of the duties and responsibilities of the role.

5. About the unit/department

INFORMATION ABOUT INFORMATION TECHNOLOGY (IT)

Information Technology provides and supports all central University IT services and is responsible for the institution's Technical Infrastructure. In addition to this service and support provision, IT develops systems to support the business requirements of the organisation.

IT Service and Support provide the service management function of the department and covering infrastructure and operations. We provide a wide range of functions to support our services for students and staff. We design, build, secure, monitor and support the network, storage, server, unified communications and desktop infrastructure to deliver systems that run 24 hours a day, 7 days a week, in a secure and robust manner. We also provide telephone, drop-in and deskside support to our staff and provide an audio-visual service for meetings and events. IT Service and Support work in close partnership with IT Delivery, providing the platforms for the University’s extensive range of applications to run on.

The Open University is an employer committed to the ongoing development of staff both through its own award-winning distance teaching and industry standard training programmes. As an organisation it promotes a healthy work life balance with a generous leave allowance, a Christmas closure period and flexible working where appropriate. Free parking is available to staff.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application, please contact Mia McGuigan by email: mia.mcguigan@open.ac.uk.

If you have any questions regarding the application process, please email: resourcing-hub@open.ac.uk
7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12:00 noon on the 9 April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td></td>
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<tr>
<td>Department/Unit:</td>
<td>Resourcing Hub, CIO Portfolio</td>
</tr>
<tr>
<td>Address:</td>
<td>The Berrill Level 1 South, Open University, Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:resourcing-hub@open.ac.uk">resourcing-hub@open.ac.uk</a>. Title your email with the Reference Number 15851, your name and the job title.</td>
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</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Mia McGuigan</th>
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</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Jason Nicholls and Adrian Wells</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>TBC</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>Interview and Presentation</td>
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We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates. Applications received after the closing date will not be accepted.