

Title: Security Officer	Band: TBC
Department: IT Location: Birmingham	Last updated: November 2019

1. Purpose of the role:

This will be responsible for protecting Unity by employing a range of technologies and processes to prevent, detect and manage cyber threats. This can include protection of computers, data, networks and programmes as well as education for all relevant stakeholders. The Security Officer will be responsible for leading Unity's cyber security strategy and ensuring its effective implementation.

2. Responsibilities

Network/Cyber Security
<ul style="list-style-type: none"> • Research and evaluate emerging cyber security threats and ways to mitigate them. • Keep up to date with the latest security and technology developments • Own and manage the cyber security incident process • Ensure appropriate monitoring is in place for attacks, intrusions and unauthorised activity • Evaluate Unity's existing security products and recommend appropriate solutions where current products are not suitable. • Design and implement new or upgraded security systems to improve Unity's cyber security. • Ongoing management of penetration testing regime including ensuring at penetration testing issues are resolved in a timely manner. • Undertake regular internal phishing tests to identify those who need additional support. • Help to educate Unity's employees around cyber security. • Investigate security alerts and provide incident response support. • Monitor access management, including monitoring for abuse of permissions by authorised system users. • Implement a privileged access management solution to ensure that Unity's privileged accounts are suitably protected. • Implement a Data Loss Prevention policy and ensure that current (and future) systems can provide the appropriate level of DLP protection. • Manage third party suppliers associated with cyber security as agreed with the Head of IT Operations. • Liaise with stakeholders in relation to cyber security issues and provide recommendations. • Generate reports for both technical and non-technical staff and stakeholders including monthly reporting to RAC. • Assist with the regular updates to the risk register and assist with internal and external audits relating to information security. • Monitor and respond to 'phishing' emails and 'pharming' activity
Project Delivery
<ul style="list-style-type: none"> • Work with project teams as required to support project delivery. • Support the handover to the Service Desk team of all projects.
People
<ul style="list-style-type: none"> • Help to build a culture of continuous improvement across the IT team. • Support the DevOps Engineer and the wider Development team to allow rapid development and deployment of key changes. • Help to support and train the Service Desk around cyber security.
Infrastructure
<ul style="list-style-type: none"> • Work with the wider Infrastructure and Development teams to offer cyber security expertise.

- Support and offer security recommendations for Unity's cloud first approach across current and new infrastructure work.
- Offer cyber security support during the Installation, maintenance, upgrade, and improvement of Unity's operating environment.
- Assist problem resolution with Unity's infrastructure including liaising with suppliers where appropriate.

3. Organisational fit (Refer to Unity Trust Bank organisation chart)

Role reports to > Head of IT Operations

4. Parameters of the role

(what level of authority does the position have and to what extent does it have an effect on the organisation)

Refer to Authority Levels document held by finance

5. Risks and controls

- Ensures that treating customers fairly is at the heart of everything we do, both personally and as an organisation. This is achieved by consistently operating to the highest ethical standards aligned to the founding principles of the Bank, as well as understanding that the Bank will at all times seek to protect its reputation.
- Continually reassess the operational risks associated with the role and inherent in the business, taking account of changing economic or market conditions, legal and regulatory requirements, operating procedures and practices, people, re-organisation and the impact of new technology. This is achieved by ensuring that all actions take account of the likelihood of operational risk occurring and by addressing any areas of concern with line management and/or the appropriate department.
- Adheres to, and is able to demonstrate adherence to, internal controls. This is achieved by adherence to all relevant procedures, keeping appropriate records and by the timely implementation of internal or external audit points and any issues raised by the external regulators.
- In conjunction with Risk and Compliance function, adhere to the Bank's Policies and Procedures by containing Compliance risk (this embraces all relevant financial services laws, rules and codes with which the business has to comply). This is achieved by adhering to all relevant processes/procedures and by liaising with the Risk and Compliance function about risk events at the earliest opportunity. Also, when applicable, by ensuring that adequate resources are in place and training is provided, fostering a Compliance culture and optimising relations with the Regulators

Role subject to regulatory approval – no

Other requirements specific to the role – Flexibility to meet business demands

PERSON SPECIFICATION

(E = essential D= desirable)

Professional qualifications

Security qualifications (E)
 Networking qualifications (D)
 Cloud computing (D)
 Microsoft qualifications (D)
 ITIL/ITMS(D)

Knowledge/experience requirements

Technology:

Cyber security (E)
 Virtualisation - VMware (D)
 Cloud infrastructure: Azure(D)
 Resiliency and business continuity (D)
 Continuous improvement (D)
 Monitoring systems for infrastructure and networking (D)

Stakeholder:

Supplier management (D)
 Stakeholder engagement (D)
 Project management (D)

Key Competencies:

Cyber Security skills
 Technical/IT skills
 Proactive mindset

Skill levels required (see Skills Framework)

LEADERSHIP	2
CUSTOMER SERVICE & SALES	1
SYSTEMS/IT SKILLS	4
PROCESSING SKILLS	3

There is a requirement for occasional travel to other Unity sites and out of hours support (including on call) may be required as per business requirements.

UNITY TRUST BANK JOB DESCRIPTION FORM

Skills Framework

	(High) 4	3	2	1 (Low)
Leadership	Head of function: Communicates to inspire & motivate, builds teams, represents the Bank's views & interests externally	Manages people: Communicates to manage performance, regularly presents, sets standards and priorities	Team leader/coach: Communicates to guide and develop colleagues on the job	Individual contributor: Team member, effective communication skills, demonstrates initiative.
Customer Service & Sales	Sales management: Role model for highest levels of customer service Manages sales activity towards targets	External customer sales Understands how to achieve sales targets via needs based selling skills	External customer service Able to meet external customer requests providing a service level which delights	Meets requirements of internal customers, understands department's SLA's and impact of these on others
Systems/IT skills	Requires highly technical systems skills to develop systems architecture.	Requires advanced knowledge of specialist systems, adapts these to meet the needs of the business	Requires advanced Microsoft Office skills, produces complex reports from specialist system	Requires standard Microsoft Office skills or basic level of specialist system (data input/look ups)
Processing skills	Complex analysis of data & report production with recommendations & business acumen. Sets policies, produces reports for external use	Advanced administrative skills requiring analysis, research, investigation, report writing, some decision making required	Skilled administration required—free format letter writing, minute taking, some analysis & judgement required	Basic verbal and numerical reasoning to administer standard letters/forms accurately, prioritises work to meets deadlines & service level agreements