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JOB DESCRIPTION

POST TITLE:	Security Apprentice
REPORTS TO:	Security Manager
RESPONSIBLE FOR:	No direct reports
GRADE & SALARY	2 School Leaver/3 Non School Leaver

OVERALL PURPOSE OF ROLE:

The primary purpose is to safeguard the data of the councils and Strata from threats that could compromise its confidentiality, integrity, or availability. This involves adhering to the Security Policy, which encompasses Security Incident management, risk assessment and remediation, data backups, business continuity and recovery, as well as providing security guidance and awareness.

Additionally, the postholder will play a supporting role in the Strata processes covering data protection, freedom of information, and security compliance activities.

CORE RESPONSIBILITIES

1. Support threat monitoring, detection, analysis and incident response to identify potential compliance violations or incidents both cross on-premises and cloud environments to protect systems and data.
2. Support advanced detection mechanisms to proactively identify and respond to security incidents.
3. Support business continuity, disaster recovery and IT service continuity planning while aligning with compliance requirements.
4. Review and support the implementation of security policies, processes, procedures, baselines, guidelines and controls to meet required regulatory, partner and internal relevant system and data security standards.
5. Monitor, audit, assess adherence to the security policies and supporting elements, identifying gaps and identifying resolutions
6. Support risk assessments, audits, vulnerability scanning and testing to reveal security gaps and compliance risks, following these through to resolution. This may involve undertaking software patching.
7. Operationally support the on-premise and cloud based backup solutions, supporting the verification and validation of backup data integrity and conduct necessary restores as required.
8. Support external audits and certification of the Councils.
9. Stay current on threat intelligence, security technologies and changing regulatory obligations, providing guidance to Strata staff on secure development, infrastructure, and operational practices.
10. Develop and deliver security awareness training for staff.
11. Support the Strata and council management teams in the delivery of Security advice and initiatives.
12. Contribute to Business as Usual (BAU) and manage support calls in accordance with Call Management procedures and service level agreements.
13. Any other duties commensurate with grade and role.

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OUR VALUES form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	**E**
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives.	**E**
RESULTS	Demonstrates drive and passion to achieve objectives	**E**
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	**E**
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	**E**
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	**E**

SIGNATORY	**PRINT NAME**	**DATE**
Job holder ----------	----------	----------
Line Manager----------	----------	----------

This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role

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PERSON SPECIFICATION we use this criteria not only to assess your skills coming into the role but to ensure that we evaluate the requirements fairly.

Criteria	Requirements	E/D	Method of Assessment
Education Training	• Good general school background • Technical degree • Relevant IT security qualifications • ITIL	**E** **D** **D** **D**	**Application**
Knowledge	• Good knowledge and experience with both on-premises and cloud technologies • Experience of security management and incident investigations and response. • Experience with business continuity and disaster recovery planning. • Experience with data protection • Knowledge of relevant security compliance frameworks and regulations. • Experience in developing and implementing security policies and procedures • Experience with formal security risk management • Experience with security tools such as SIEM, vulnerability scanners, and penetration testing tools	**D** **D** **D** **D** **D** **D** **D** **D**	**Application/Interview**
Skills and Abilities	• Excellent written and verbal communication skills for reporting and awareness building. • Sharp analytical thinking and risk management skills. • Strong technical skills with experience implementing security tools and technologies • Strong attention to detail with abilities to create thorough documentation. • Organized and able to effectively manage competing priorities and deadlines. • Self-motivated with a passion for staying current on security practices	**E** **E** **D** **E** **E** **E**	**Application/Interview**
Other			

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RISK ASSESSMENT PROFILE
[RAP forms part of the Job Description please ensure a copy is always attached]

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	**Seldom or never**	**Level 4**	**Regular (2-3 times per week)**
Level 2	**Occasionally (once a month)**	**Level 5**	**Daily**
Level 3	**Fairly regularly (1 per week)**		

Potential risks and hazards	**Level of Frequency**
Computer user	**5**
Car driving	**3**
HGV, LGV driving	**1**
Prolonged sitting, standing	**5**
Exertion (other than lifting)	**1**
Lifting	**2**
Manual handling – repetitive movements, bending twisting	**1**
Working with the public	**2**
Face to face contact with abusive customers	**2**
Lone working	**2**
Night working = 3 hrs or more between 11pm & 6am	**1**
Shift working	**3**
Use of chemical and or skin irritants	**1**
• Head phone use/ auditory performance / noise	**1**
❖ Hand arm vibration / noise	**1**
❖ Use of machinery / noise / vibration	**1**
Outside working / inclement weather	**1**
Exposure to the sun through outside working	**1**
Working at heights (above 2 metres)	**1**
Working in confined spaces	**1**
Risk of exposure to bodily fluids	**1**
Risk of contact with infectious diseases	**1**
Risk of exposure to asbestos	**1**
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]

❖ Any post identified in levels 2-5 will require a hand arm vibration screening test