**Job Title: Information Security Analyst (Graduate)**

|  |
| --- |
|  |

|  |
| --- |
| **Role Purpose (position scope)** |
| We are currently recruiting for an Information Security Analyst to join the DRAKEN Security Team. The role is responsible for supporting the full breadth of security activities under the guidance and support of the wider Security Team. To achieve this the individual will be required to be a self-motivated individual with strong interpersonal skills and a willingness to learn. Candidates should be able to demonstrate excellent written and presentational skills, have the ability to speak in front of an audience and be organised and diligent in all that they do. The Information Security Analyst will support assurance, compliance, and training activity whilst also assisting in the triaging and initial response to security events.The Information Security Analyst will work as part of a team to provide ongoing support to business operations both in the UK and overseas. An exciting opportunity ideal for candidate looking to either start or further develop their information security career. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Information Security Manager | N/A | N/A | N/A |

| **Key Responsibilities** |
| --- |
| The Information Security Analyst roles and responsibilities, supported by the wider Security team, include:* Support the overall security posture of DRAKEN Europe engaging and working with various business functions
* Ensure compliance to external security standards and supporting both internal and external audit activities
* Assist in the maintenance and development of security documentation
* Investigate and respond to security events and incidents
* Support system assurance activity, ensuring the secure delivery of mission systems
* Assist with the design and delivery of security training and awareness programs
* Ensure the continued application and adherence to security across a range of programs and projects
* Understand IT & Security policies and best practices to ensure compliance with industry standards
* Maintain an awareness and understanding on security best practices, developments and threats
* Influence the security culture of DRAKEN Europe
* Provide support to any IT and Security projects where required
 |

| **Core Competencies** |
| --- |
| The Information Security Analyst requires a strong candidate who meets the following requirements:* A degree level education (2:1)
* Proactive and self-motivated
* High levels of organisation and a keen eye for detail
* Effective communication skills, able to explain complex issues in plain English
* Experience in delivering presentations and briefings
* Proficiency in utilizing Microsoft office tools
* Strong written and presentational skills
* Natural inter-personal skills
* Good knowledge of current affairs, security events and security threats

The following competencies are desirable for this role:* Holding an industry recognized security qualification
* Previous experience in an information security role or function
* Awareness of industry security standards.
 |

|  |
| --- |
| **Key Measures** |
| The Information Security Analyst will be measured against the following requirements:* Objectives set during annual Personal Development Review (PDR).
* Standard of both written and verbal work
* Performance supporting department KPI’s
* Overall standard of work, attitude and annual achievements
* Ability to work collaboratively in a team of IT and Security professionals
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Holder: |  | Sign: |  |
|  |  |  |  |
| Manager: |  | Sign: |  |
|  |  |  |  |
| Date: |  |  |  |