

# Cyber Security Manager

## Basic information

**Scale:** 2.2

**Job family:** Digital Data and Technology

**Terms:** Permanent

**Location:** Cheltenham/ Hybrid

**Reports to:** Enterprise Security Lead

**Direct Reports:** N/A

**Team:** Enterprise Security

**Business unit:** Digital Delivery

**Date reviewed:** May 2024



## Job purpose:

UCAS is widely understood to be the equivalent of UK Critical National Infrastructure at certain points of the curriculum year. The Cyber Security Manager will support the Enterprise Security Lead to ensure an appropriate level of security assurance for Executive Members, Trustees and UK Government at all times.

This role will also provide expertise and support to the Enterprise Security Lead in achieving the strategic goals in UCAS for IT/Cyber security, helping to drive a level of excellence throughout the entire organisation that presents UCAS as 'The Exemplar' in cyber security across the education sector. The Cyber Security Manager will also assist in providing an integrated security service with strong links to all parts of the business including executive members.

## Key accountabilities:

Working within the Security function of the Digital Delivery Business unit:

- Provide an internal security service, collaborating with various teams on security matters and responding to SAQ's.
- Supported by the Enterprise Security Lead, you will develop a series of documented processes to both set and measure a series of standards for operational use across the business, the output from your work will form a strong part of the evidence pool for both internal and external security audits. This will entail reviewing/updating/creating Policies, Processes, Procedures and Standards as and when

required.

- Collaborate with the Enterprise Security Lead and other security team members in developing and maintaining both a strategy and Security maturity model that can be benchmarked with similar organisations.
- Lead/Support Cyber Security Initiatives/Projects as directed.
- Monitor security maturity across multiple cloud platforms, implementation of Security tools and services, providing management reporting which should include recommendations for improvements.
- Lead on Security Testing engagements and assist with the governance of findings, remedial works, re-testing where appropriate and the risk management process.
- Deputise for the Enterprise Security Lead and support other security team members where required.
- Work closely with our primary outsource provider, including both onshore and offshore teams, assuring the operational security service they are contracted to provide.
- Liaise with Information Governance, risk management colleagues, Onshore Security Lead and Offshore security operations centre to achieve enterprise security assurance objectives
- Maintain a view of the latest technologies and security best practices for multi-cloud infrastructures, proposing upgrades and changes to leaderships teams, implementing agreed improvements and monitoring performance.

### **Skills, qualifications, and experience:**

- One or more of the following qualifications: CompTia Security +, CISM, GIAC, CISSP, CISM or SANS Certification.
- ITIL V3/V4 Foundation and above.
- Significant experience in a similar role, however lesser experience will still be considered for the right candidate.
- Working knowledge/understanding of the adherence to standards such as ISO27001, CIS-18, NIST CSF, OWASP, MITRE ATT@CK, GDPR etc.
- Good understanding of both the technical and operational aspects of IT systems and services, and security practices (SSDLC) embedded into agile development methodologies.
- A confident communicator, both verbal and written, comfortable engaging with internal customers at all levels, both technical and non-technical.

### **Our Values in Action:**

**Be Ambitious:** motivated, driven, proactive

**Be Smart:** methodical, curious, adaptable

**Be Inclusive:** collaborative, supportive, respectful

**Be Trusted:** honest, transparent, reliable

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.