JOB DESCRIPTION
Security Operations Centre
Analyst Vacancy Ref: 0537-23

Job Title: Junior Security Operations Centre Analyst (apprenticeship)	**Present Grade:** 5
Department/College: Information Systems Services	
Directly responsible to: Senior Security Operations Analyst	
Supervisory responsibility for: n/a	

Other Contacts:

Internal: Members of ISS, Users (staff and students) of computer systems
External: JANET Computer Security Incident response Team.

Main Functions:

The Junior SOC analyst role will work closely with other team members within the security team to monitor and respond to alerts from the SIEM and assist in vulnerability management. The role will also work with users across the university to respond to arising security issues.

Major Duties are:

1. To monitor and protect University networks, systems and assets for malicious activity typically using technologies such as Security Incident and Event Management (SIEM) and IDS systems.
2. To carry out technical vulnerability assessments of IT systems to identifying potential vulnerabilities, make recommendations to control identified risks and work with those individuals to ensure they are implemented.
3. To respond rapidly and effectively to IT security incidents, managing them in a professional manor, including performing forensics for evidence gathering and preservation.
4. To contribute towards information security guidance documentation and training.
5. Approach tasks with flexibility, proactivity, and complete work to a high quality.
6. To coordinate tasks as directed by the member of the security team to assist in the improvement of the security of the system.
7. To keep up to date with security trends, threats, and control measures.
8. To manage other activities that may arise through evolution, growth, or restructuring.
9. Maintenance of confidentiality of information; it will be necessary to comply with requirements related to GDPR.
10. At all times to carry out your responsibilities with due regard to the University's code on Equality and Diversity, University Health and Safety Codes of Practice and Child Protection Policy
11. Actively participate and contribute to regular and *ad-hoc* meetings and liaison with team, departmental and institutional colleagues as directed.
12. To maintain high levels of professional conduct, including but not limited to: cooperative engagement in tasks set; the exercising of initiative to suggest, through line managers, improvements to the service provided; and clear and professional styles of communication at all times.